

## Expense Report Statement

**Expense Report Name:** To make and announcement and meet key stakeholders in  
Calgary - November 2016

**Traveller Name:** Catherine McKenna

**TIN:**

**Prepared By:** Amanda Hauralt

**Policy Module:** M3D - Domestic - Overnight Stay

**Trip Purpose:** Key Stakeholder Engagement -  
Meetings

**Other Trip Purpose:**

**Travel Request Name:** Calgary - November 2016

**Travel Start Date:** 01/11/2016

**Travel End Date:** 02/11/2016

**ER Approval Status:** Approval Required

**Primary Location:**

**Secondary Location:**

**Online TAN:** AMC486584

**Fiscal Year:** 2016-2017

**Travel Outside Default** N

**Division:**

**Vendor Code:**

**Event:**

**Comments:**

### Expense Report Summary

#### Expense Summary

<b>Total allocated expenses :</b>	<b>2,016.92</b>
(Minus) Total non-reimbursable expenses :	1,787.73
<b>Total reimbursable expenses :</b>	<b>229.19</b>
<b>Total due traveller :</b>	<b>229.19</b>

#### Non-Reimbursable Expenses

Expense Type	Date	Foreign Amount	Tax Amount	Amount
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Expense Type	Date	Foreign Amount	Tax Amount	Amount
5) Commercial Air	01/11/2016	51498 - 282202 - 0070 - PBJ2 - 2001 - -		1,787.73
Manual Prepaid				<u>1,787.73</u>
WestJet				
Total non-reimbursable expenses (CAD)				1,787.73

## Reimbursable Expenses

Expense Type	Date	Foreign Amount	Tax Amount	Amount
16) Commercial Accommodation	02/11/2016	51498 - 282202 - 0070 - PBJ2 - 2001 - - 10600 - 0070 - 0000 - - 8050 - -	CA*G ... 8.16	204.03 <u>212.19</u>
Delta Hotels And Resorts				
2) Allowance: Meals, Incidentals & Private Accommodation	02/11/2016	51498 - 282202 - 0070 - PBJ2 - 2001 - - 10600 - 0070 - 0000 - - 8050 - -	CA#G ... 0.81	16.19 <u>17.00</u>
Total reimbursable expenses (CAD)				229.19

## Tax Coding Summary

GST	Total Amount
10600 - 0070 - 0000 - - 8050 - -	8.97

## Financial Coding Summary

Financial Coding	Total Excl. Tax	Total Incl. Tax
51498 - 282202 - 0070 - PBJ2 - 2001 - -	2,007.95	2,016.92

## Approval History

Date And Time	Approver	Approval Status	Comment
14/11/2016 09:16:17	Myriam Montreuil	Approved	

## Signatures

I certify that the amounts included in this Expense Report were incurred on authorized government business travel.

**Traveller Name** *Catherine McKenna*

**Submit Date** *08/11/2016*

Signature



Submitted on behalf of the Traveller.

**Delegate Name** *Amanda Haurat*

**Submit Date** *08/11/2016*

Signature



**Recommender Name** *Myriam Montreuil*

**Recommended Date** *14/11/2016*

Signature

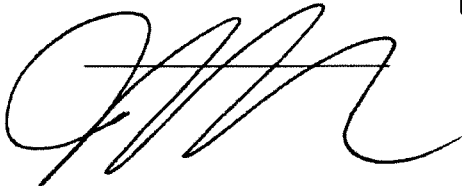
Certified pursuant to section 34 of the Financial Administration Act.

**Approver Name** *Marlo Reynolds*

**Approval Date**

NOV 30 2016

Signature



**Processor Name** \_\_\_\_\_

**Processed Date** \_\_\_\_\_

Signature \_\_\_\_\_

## Travel Request

Travel Request Name: Calgary - November 2016

**Traveller Name:** Catherine McKenna  
**TIN:**  
**Prepared By:** Amanda Herault  
**Policy Module:** M3D - Domestic - Overnight Stay  
**Trip Purpose:** Key Stakeholder Engagement - Meetings

**Other Trip Purpose:**

**Alternative To Travel:** Personal attendance required

**Travel Start Date:** 01/11/2016

**Travel End Date:** 02/11/2016

**Approval Status:** Approved

**Primary Location:**

**Secondary Location:**

**Online TAN:** AMC486584

**Fiscal Year:** 2016-2017

**Travel Outside Default** N

**Division:**

**Blanket Travel Authority** No  
**Applied:**

**Vendor Code:**

**Custom Field 1:**

**Custom Field 2:**

**Custom Field 3:**

**Custom Field 4:**

**Custom Field 5:**

**Event:**

**Comments:**

Calgary - November 2016

**Travel Request Summary**

#### Expense Summary

Total non-reimbursable expenses:	0.00
Total reimbursable expenses:	364.40
	<b>364.40</b>

#### Advance Summary

Travel advance:	0.00
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#### Reimbursable Expenses

Expense Type		Amount
16) Commercial Accommodation	51498 - 282202 - 0070 - PBJ2 - 2001 - -	250.00
Delta Hotels And Resorts		
2) Allowance: Meals, Incidentals & Private Accommodation	51498 - 282202 - 0070 - PBJ2 - 2001 - -	114.40
Total reimbursable expenses		364.40

#### Financial Coding Summary

Financial Coding	Total Excl. Tax	Total Incl. Tax
51498 - 282202 - 0070 - PBJ2 - 2001 - -	364.40	364.40

#### Approval History

Date And Time	Approver	Approval Status	Comment
08/11/2016 10:07:18	Marlo Raynolds	Approved	

#### Itinerary Details

PNR:

Trip Status: *Quoted*

**Traveller Type:** *Minister*  
**Primary Trip Purpose:** *Key Stakeholder Engagement -  
Meetings*

**Total Itinerary Cost (CAD) 0.00**

## Signatures

I have access to the Treasury Board Travel Policy (internal policy for separate employers) and accept the terms and conditions of travel that are in accordance with current policy.

**Traveller Name** *Catherine McKenna*

**Submit Date** *08/11/2016*

Signature



Submitted on behalf of the Traveller.

**Delegate Name** *Amanda Herault*

**Submit Date** *08/11/2016*

Signature

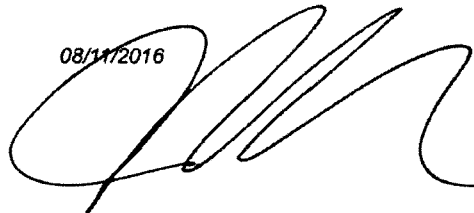


Certified pursuant to section 32 of the Financial Administration Act.

**Approver Name** *Marlo Reynolds*

**Approval Date** *08/11/2016*

Signature



# MCCORD TRAVEL MANAGEMENT

## Invoice

HON. CATHERINE MCKENNA  
MIN. OF ENVIRONMENT & CLIMATE CHANGE  
200 SACR-COEUR 21ME ETAGE MINISTER  
SUITE  
GATINEAU, QC K1A 0H3  
CANADA

Invoice No: 482435  
Invoice Date: 1 Nov 2016  
Client No:  
Agent:  
PNR:

Passenger(s) MCKENNA/CATHERINE MARY MS

### FLIGHT INFORMATION

A/L	FLIGHT	DEPART DATE/TIME	ARRIVAL DATE/TIME	ITINERARY
WS	00613	01Nov16 07:15 pm	01Nov16 09:49 pm	OTTAWA INTL - CALGARY INTL

REFERENCE / SALE DESCRIPTION	BASE FARE	GST/ HST	OTHER TAXES	TOTAL
Ticket # 9566213392 for MCKENNA/CATHERINE MARY MS	19.00	2.47	0.00	21.47
Total Fares:				19.00
Total Taxes:				0.00
Total GST/HST:				2.47
Invoice Total:				21.47
Payment(s):				
01 Nov 16 Credit Card				21.47
Total Payments:				21.47
Balance Due (CAD):				0.00

+++ DATE CHANGE FROM INVOICE 482127 +++

+++ 21.47 ADDITIONAL COLLECTION DUE TO FARE DIFFERENCE +++

TKT: 838 9566 213392 NAME: MCKENNA/CATHERINE MARY MS

CC:

ISSUED: 01NOV16 FOP

PSEUDO: 2GU4 PLATING CARRIER: WS ISO: CA IATA: 67502982

USE CR FLT CLS DATE BRDOFF TIME ST F/B FARE CPN

USED WS 0613 W 01NOV YOWYYC 0715P OK WCL 1

FARE: CAD 638.00 TAX: 7.12 CA TAX: 89.85 RC

TAX: 46.00 XT TOTAL: CAD 780.97

REF-RESTRCTS APPLY SEE TXT

1NOV YOW WS YYC 638.00CAD638.00END XT 23.00SQ 23.00

YQ A/C 21.47

)> EXCHANGED FOR: 8389566168719

ORIGINAL ISSUE: 8389566168719YOW28OCT1667502982

RLOC 1V WS UKLUDI

>



130 ALBERT ST SUITE 2000, OTTAWA, ON K1P 5G4  
P: 613-755-6000 F: 613-755-6006  
HST no. R897192522 TICO no. 4800003



Page 1 of 2



**McCord TRAVEL MANAGEMENT****Invoice**

HON. CATHERINE MCKENNA  
MIN. OF ENVIRONMENT & CLIMATE CHANGE  
200 SACR-COEUR 21ME ETAGE MINISTER  
SUITE  
GATINEAU, QC K1A 0H3  
CANADA

Invoice No: 482435  
Invoice Date: 1 Nov 2016  
Client No:  
Agent:  
PNR:

**Passenger(s)** MCKENNA/CATHERINE MARY MS

**TERMS AND CONDITIONS**

Out of province medical insurance as well as trip cancellation insurance has been offered to the passengers and declined unless otherwise stated above. The contract permits price increases. No price increases are permitted after the customer has paid in full. If the price increase is more than 7%, except increases resulting from an increase in retail sales tax or GST cumulative increase, the customer has the right to cancel the contract and obtain a full refund.

Passengers are responsible to obtain the necessary documentation(s) such as: (i) Valid passport, (ii) required entry visa, and (iii) medical immunization, vaccination, etc. Please note that entry to another country may be refused even if the required information and travel documents are complete.

Living standards and practices at the destination and standards and conditions there with respect to the provision of utilities, services and accommodation may differ from those found in Canada.

If your travel agent booked via a tour operator, further terms and conditions may be found in the tour operator's brochure.



130 ALBERT ST SUITE 2000, OTTAWA, ON K1P 5G4  
P: 613-755-6000 F: 613-755-6008  
HST no. R897192522 TICO no. 4800003



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# MCCORD TRAVEL MANAGEMENT

## Invoice

HON. CATHERINE MCKENNA  
MIN. OF ENVIRONMENT & CLIMATE CHANGE  
200 SACR-COEUR 21ME ETAGE MINISTER  
SUITE  
GATINEAU, QC K1A 0H3  
CANADA

Invoice No: 482127  
Invoice Date: 28 Oct 2016  
Client No:  
Agent:  
PNR:

Passenger(s) MCKENNA/CATHERINE MARY MS

### FLIGHT INFORMATION

A/L	FLIGHT	DEPART DATE/TIME	ARRIVAL DATE/TIME	ITINERARY
WS	00611	02Nov16 06:00 am	02Nov16 08:38 am	OTTAWA INTL - CALGARY INTL

REFERENCE / SALE DESCRIPTION	BASE FARE	GST/ HST	OTHER TAXES	TOTAL
Ticket # 9566168719 for MCKENNA/CATHERINE MARY MS	619.00	87.38	53.12	759.50
BSP CANADA, IATA 0065775070	39.90	2.00	0.00	41.90
Total Fares:				658.90
Total Taxes:				53.12
Total GST/HST:				89.38
Invoice Total:				801.40
Payment(s):				
28 Oct 16 Credit Card				759.50
28 Oct 16 Credit Card				41.90
Total Payments:				801.40
Balance Due (CAD):				0.00

+++ AIR TICKET PLUS SERVICE FEE ( ECONOMY CLASS FARE) +++  
+++ DATE CHANGE TRAVEL ON INVOICE 482435 +++

TKT: 838 9566 168719 NAME: MCKENNA/CATHERINE MARY MS  
CC:  
ISSUED: 28OCT16 FOP:  
PSEUDO: 2GU4 PLATING CARRIER: WS ISO: CA IATA: 67502982  
USE CR FLT CLS DATE BRDOFF TIME ST F/B FARE CPN  
EXCH WS 0611 W 02NOV YOWYYC 0600A OK WCL 1

FARE: CAD 619.00 TAX: 7.12 CA TAX: 87.38 RC  
TAX: 48.00 XT TOTAL: CAD 759.50  
REF-RESTRCTS APPLY SEE TXT

2NOV YOW WS YYC 619.00CAD619.00END XT 23.00SQ 23.00  
YQ  
)>RLOC 1V WS UKLUDI

>



130 ALBERT ST SUITE 2000, OTTAWA, ON K1P 5G4  
P: 613-755-8000 F: 613-755-8006  
HST no. R897192522 TICO no. 4800003



Page 1 of 2

**McCORD TRAVEL MANAGEMENT****Invoice**

HON. CATHERINE MCKENNA  
MIN. OF ENVIRONMENT & CLIMATE CHANGE  
200 SACR-COEUR 21ME ETAGE MINISTER  
SUITE  
GATINEAU, QC K1A 0H3  
CANADA

Invoice No: 482127  
Invoice Date: 28 Oct 2016  
Client No:  
Agent:  
PNR:

**Passenger(s)** MCKENNA/CATHERINE MARY MS

**TERMS AND CONDITIONS**

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130 ALBERT ST SUITE 2000, OTTAWA, ON K1P 5G4  
P: 613-755-6000 F: 613-755-8008  
HST no. R897192522 TICO no. 4800003



# McCORD TRAVEL MANAGEMENT

## Invoice

HON. CATHERINE MCKENNA  
MIN. OF ENVIRONMENT & CLIMATE CHANGE  
200 SACR-COEUR 21ME ETAGE MINISTER  
SUITE  
GATINEAU, QC K1A 0H3  
CANADA

Invoice No: 482131  
Invoice Date: 28 Oct 2016  
Client No:  
Agent:  
PNR:

Passenger(s) MCKENNA/CATHERINE MARY MS

### FLIGHT INFORMATION

A/L	FLIGHT	DEPART DATE/TIME	ARRIVAL DATE/TIME	ITINERARY
AC	00124	02Nov16 07:10 pm	03Nov16 01:03 am	CALGARY INTL - OTTAWA INTL
AC	08283	15Nov16 08:30 am	15Nov16 09:52 am	TORONTO PEARSON - TIMMINS

REFERENCE / SALE DESCRIPTION	BASE FARE	GST/ HST	OTHER TAXES	TOTAL
Ticket # 9566168721 for MCKENNA/CATHERINE MARY MS	1,175.00	64.21	69.25	1,308.46
Total Fares:				1,175.00
Total Taxes:				69.25
Total GST/HST:				64.21
Invoice Total:				1,308.46
Payment(s):				
28 Oct 16 Credit Card				1,308.46
Total Payments:				1,308.46
Balance Due (CAD):				0.00

+++ AIR TICKET ( FLEX ECONOMY CLASS FARE) +++  
+++ SERVICE FEE ON INVOICE 481766 +++

NOTE: TORONTO-TIMMINS FLIGHT ADDED TO RETAIN THE VALUE OF THE TICKET / CREDIT OF 597.00 ( EXP  
02NOV17)

TKT: 014 9566 168721 NAME: MCKENNA/CATHERINEMARYMS  
CC FF:  
ISSUED: 28OCT16 FOP:  
PSEUDO: 2GU4 PLATING CARRIER: AC ISO: CA IATA: 87502982  
USE CR FLT CLS DATE BRDOFF TIME ST F/B FARE CPN  
USED AC 124 H 02NOV YYCYOW 0710P OK H0ZLTPC 1  
NVB02NOV NVA02NOV  
OPEN AC 8283 Y 15NOV YYZYS 0830A OK YOLTA 3

FARE: CAD 1175.00 TAX: 14.25 CA TAX: 60.96 XG  
TAX: 58.25 XT TOTAL: CAD 1308.46  
AC ONLY-NON-REF-CHGE FEE AC O  
NLY NT0149566168583 26OCT16 C  
> IC170 17

2NOV YYC AC YOW Q20.00Q3.00 555.00/-YTO AC YTS Q9.0  
0Q3.00 585.00CAD1175.00END XT 55.00SQ 3.25RC  
TOUR CODE: THANKU5  
RLOC 1V

*CALGARY Portion Total: 711.46*



130 ALBERT ST SUITE 2000, OTTAWA, ON K1P 5G4  
P: 613-755-6000 F: 613-755-6006  
HST no. R897192522 TICO no. 4800003



**MCCORD TRAVEL MANAGEMENT****Invoice**

HON. CATHERINE MCKENNA  
MIN. OF ENVIRONMENT & CLIMATE CHANGE  
200 SACR-COEUR 21ME ETAGE MINISTER  
SUITE  
GATINEAU, QC K1A 0H3  
CANADA

**Passenger(s)** MCKENNA/CATHERINE MARY MS

Invoice No: 482131  
Invoice Date: 28 Oct 2016  
Client No:  
Agent:  
PNR:

**TERMS AND CONDITIONS**

Out of province medical insurance as well as trip cancellation insurance has been offered to the passengers and declined unless otherwise stated above. The contract permits price increases. No price increases are permitted after the customer has paid in full. If the price increase is more than 7%, except increases resulting from an increase in retail sales tax or GST cumulative increase, the customer has the right to cancel the contract and obtain a full refund.

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130 ALBERT ST SUITE 2000, OTTAWA, ON K1P 5G4  
P: 613-755-6000 F: 613-755-6006  
HST no. R897192522 TICO no. 4800003



Page 2 of 2

# McCORD TRAVEL MANAGEMENT

## Invoice

HON. CATHERINE MCKENNA  
MIN. OF ENVIRONMENT & CLIMATE CHANGE  
200 SACR-COEUR 21ME ETAGE MINISTER  
SUITE  
GATINEAU, QC K1A 0H3  
CANADA

Invoice No: 481766  
Invoice Date: 26 Oct 2016  
Client No:  
Agent:  
PNR:

Passenger(s) MCKENNA/CATHERINE MARY MS

### FLIGHT INFORMATION

A/L	FLIGHT	DEPART DATE/TIME	ARRIVAL DATE/TIME	ITINERARY
AC	00465	01Nov16 07:00 pm	01Nov16 08:07 pm	OTTAWA INTL - TORONTO PEARSON
AC	00145	01Nov16 08:55 pm	01Nov16 11:14 pm	TORONTO PEARSON - CALGARY INTL
AC	00124	02Nov16 07:10 pm	03Nov16 01:03 am	CALGARY INTL - OTTAWA INTL

REFERENCE / SALE DESCRIPTION	BASE FARE	GST/ HST	OTHER TAXES	TOTAL
Ticket # 9566168583 for MCKENNA/CATHERINE MARY MS	1,156.00	157.14	71.25	1,384.39
BSP CANADA, IATA 0065756680	79.90	4.00	0.00	83.90
Ticket # 9566168583 for MCKENNA/CATHERINE MARY MS	-1,156.00	-137.64	-71.25	-1,364.89

Total Fares:	79.90
Total Taxes:	0.00
Total GST/HST:	23.50
Penalties:	150.00
<b>Invoice Total:</b>	<b>253.40</b>
<b>Payment(s):</b>	
26 Oct 16 Credit Card	1,384.39
26 Oct 16 Credit Card	83.90
28 Oct 16 Credit Card	-1,214.89
<b>Total Payments:</b>	<b>253.40</b>
<b>Balance Due (CAD):</b>	<b>0.00</b>



130 ALBERT ST SUITE 2000, OTTAWA, ON K1P 5G4  
P: 613-755-6000 F: 613-755-6006  
HST no. R897192522 TICO no. 4800003



## MCCORD TRAVEL MANAGEMENT

### Invoice

HON. CATHERINE MCKENNA  
MIN. OF ENVIRONMENT & CLIMATE CHANGE  
200 SACR-COEUR 21ME ETAGE MINISTER  
SUITE  
GATINEAU, QC K1A 0H3  
CANADA

Invoice No: 481766  
Invoice Date: 26 Oct 2016  
Client No:  
Agent:  
PNR:

**Passenger(s)** MCKENNA/CATHERINE MARY MS

+++ TICKET REFUNDED +++

SERVICE FEE USED TOWARDS INVOICE 482131 +++

TKT: 014 9566 168583 NAME: MCKENNA/CATHERINEMARYMS  
CC: FF: -----  
ISSUED: 26OCT16 FOP:  
PSEUDO: 2GU4 PLATING CARRIER: AC ISO: CA IATA: 67502982  
USE CR FLT CLS DATE BRDOFF TIME ST F/B FARE CPN  
RFND AC 465 H 01NOV YOWYYZ 0700P OK H0ZLTPC 1  
NVB01NOV NVA01NOV  
RFND AC 145 H 01NOV YYZYCY 0855P OK H0ZLTPC 2  
NVB01NOV NVA01NOV  
RFND AC 124 H 02NOV YYCYOW 0710P OK H0ZLTPC 3  
NVB02NOV NVA02NOV

FARE: CAD 1156.00 TAX: 14.25 CA TAX: 1.50 XG  
> TAX: 212.64 XT TOTAL: CAD 1384.39  
AC ONLY-NON-REF-CHGE FEE

1NOV YOW AC X/YTO AC YYC Q YOWYYC3.00Q YOWYYC20.00  
555.00AC YOW Q20.00Q3.00 555.00CAD1156.00END XT 15  
5.64RC 57.00SQ  
TOUR CODE: THANKU5  
RLOC 1V

>

#### TERMS AND CONDITIONS

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130 ALBERT ST SUITE 2000, OTTAWA, ON K1P 5G4  
P: 613-755-8000 F: 613-755-8006  
HST no. R897192522 TICO no. 4800003



Page 2 of 2



# DELTA

## CALGARY AIRPORT

2001 Airport Road NE, Calgary, Alberta T2E 6Z8

Tel: 403-291-2600 Fax: 403-250-8722

Catherine Mckenna

Room: 609  
Folio:  
Cashier: 55  
Arrival: 11-01-16  
Departure: 11-02-16

Date	Description	Additional Information	Charges	Credits
11-01-16	Room Charge		189.00	
11-01-16	Rooms Destination Marketing Fee		5.67	
11-01-16	Rooms Tourism Levy		7.79	
11-01-16	Rooms GST		9.73	
11-02-16	Visa	XX/XX		232.99

### GST Summary

Registration No:807209770 RT0001

Room 9.73

F&B 0.85

Other 5.67

**Total 16.25**

Total	232.99	232.99
Balance Due	0.00	CDN

Guest Signature: \_\_\_\_\_

I agree that my liability for this bill is not waived and I agree to be held personally liable in the event that the indicated person, company, or association fails to pay for any part of or the full amount of these charges.



Thank you for choosing  
Delta Hotels by Marriott™

[DeltaHotels.com](http://DeltaHotels.com)

 [DeltaHotels](#)  
 [DeltaHotels](#)  
 [DeltaHotelsLTD](#)

D

Traveler Name:	Minister			
Location:	Calgary			
Dates of travel:	1-2 November			
Meals and incidentals:	B	L	D	Incidentals
Monday				
Tuesday				
Wednesday	✓			
Thursday				
Friday				
Saturday				
Sunday				
Hotel receipt(s)	✓			
Taxi receipts				
Miscellaneous receipts				
Traveler signature				

Please do not include meals that were provided during this trip.

## Relevé - Rapport sur les dépenses

Nom du rapport de dépenses: To make and announcement and meet key stakeholders in Calgary - November 2016

Nom du voyageur: Catherine McKenna

NIV:

Préparé par: Amanda Herault

Module Politique: M3D : Domestique - avec nuitée

Motif du voyage: Engagement principal des parties -  
Réunions

Autre objet du voyage:

Nom de la demande de voyage: Calgary - November 2016

Date de début du déplacement: 01/11/2016

Date de fin du déplacement: 02/11/2016

État d'autorisation du rapport de dépenses: Autorisation requise

Emplacement principal:

Emplacement  
secondaire:

NAV en ligne: AMC486584

Fiscal Year: 2016-2017

Travel Outside Default Division: N

Code fournisseur:

Événement:

Commentaires:

### Rapport récapitulatif des dépenses

#### Résumé du rapport de dépenses

<b>Total des dépenses attribuées :</b>	<b>2,016.92</b>
(Moins) Total des dépenses non remboursables :	1,787.73
<b>Total des dépenses remboursables :</b>	<b>229.19</b>
<b>Montant total dû voyageur :</b>	<b>229.19</b>
<b>Dépenses non remboursables</b>	

Type de dépenses	Date	Montant en devise étrangère	Montant de la taxe	Montant
5) Commercial Air	01/11/2016	51498 - 282202 - 0070 - PBJ2 - 2001 - -		1,787.73
Manual Prepaid				<u>1,787.73</u>
WestJet				
Total des dépenses non remboursables (CAD)				1,787.73

### Dépenses remboursables

Type de dépenses	Date	Montant en devise étrangère	Montant de la taxe	Montant
16) Commercial Accommodation	02/11/2016	51498 - 282202 - 0070 - PBJ2 - 2001 - - 10600 - 0070 - 0000 - - 8050 - -	CA*T ... 8.16	204.03 <u>212.19</u>
Delta Hotels And Resorts				
2) Allowance: Meals, Incidentals & Private Accommodation	02/11/2016	51498 - 282202 - 0070 - PBJ2 - 2001 - - 10600 - 0070 - 0000 - - 8050 - -	CA#T ... 0.81	16.19 <u>17.00</u>
Total des dépenses remboursables (CAD)				229.19

### Récapitulatif codes de taxes

TPS	Montant total
10600 - 0070 - 0000 - - 8050 - -	8.97

### Résumé des codes financiers

Codes financiers	Total HT Taxe	Total TTC Taxe
51498 - 282202 - 0070 - PBJ2 - 2001 - -	2,007.95	2,016.92

## Historique d'autorisation

Date et heure	Approbateur	État d'autorisation	Commentaire
---------------	-------------	---------------------	-------------

## Signatures

Je certifie que les montants faisant l'objet de cette réclamation constituent des dépenses entraînées par des voyages pour affaires officielles.

**Nom du voyageur**      *Catherine McKenna*

**Date de soumission**      *08/11/2016*

Signature

Soumis au nom du voyageur.

**Nom du délégué**      *Amanda Herault*

**Date de soumission**      *08/11/2016*

Signature

**Nom de l'émetteur de la  
recommandation**      *Myriam Montreuil*

**Date recommandée**      \_\_\_\_\_

Signature

Certifié conforme à l'article 34 de la Loi sur la gestion des finances publiques.

**Nom de l'approbateur**      *Marlo Raynolds*

**Date d'autorisation**      \_\_\_\_\_

Signature

**Nom de la personne  
responsable du  
traitement**

\_\_\_\_\_

**Date de traitement**

\_\_\_\_\_

Signature

## Expense Report Statement

**Expense Report Name:** To make an announcement in Halifax - 7 November 2016

**Traveller Name:** Catherine McKenna

**TIN:**

**Prepared By:** Amanda Hérault

**Policy Module:** M2 - Outside Headquarters - No  
Overnight

**Trip Purpose:** Core Mandate - Other

**Other Trip Purpose:** Announcement

**Travel Request Name:** Halifax - 7 November 2016

**Travel Start Date:** 07/11/2016

**Travel End Date:** 07/11/2016

**ER Approval Status:** Approval Required

**Primary Location:**

**Secondary Location:**

**Online TAN:** AMC469795

**Fiscal Year:** 2016-2017

**Travel Outside Default** N

**Division:**

**Vendor Code:**

**Event:**

**Comments:**

### Expense Report Summary

#### Expense Summary

<b>Total allocated expenses :</b>	<b>546.36</b>
(Minus) Total non-reimbursable expenses :	483.56
<b>Total reimbursable expenses :</b>	<b>62.80</b>
<b>Total due traveller :</b>	<b>62.80</b>

#### Non-Reimbursable Expenses

Expense Type	Date	Foreign Amount	Tax Amount	Amount
--------------	------	-------------------	------------	--------

Expense Type	Date	Foreign Amount	Tax Amount	Amount
5) Commercial Air	04/11/2016	51498 - 282202 - 0070 - PBJ2 - 2001 - -		483.56
Manual Prepaid				<u>483.56</u>
Porter Airlines				
Total non-reimbursable expenses (CAD)				483.56

### Reimbursable Expenses

Expense Type	Date	Foreign Amount	Tax Amount	Amount
2) Allowance: Meals, Incidentals & Private Accommodation	07/11/2016	51498 - 282202 - 0070 - PBJ2 - 2001 - - 10600 - 0070 - 0000 - - 8050 - -	NS#H ... 5.94	39.61 <u>45.55</u>
	07/11/2016	51498 - 282202 - 0070 - PBJ2 - 2001 - - 10600 - 0070 - 0000 - - 8050 - -	ON#H ... 1.98	15.27 <u>17.25</u>
Total reimbursable expenses (CAD)				62.80

### Tax Coding Summary

HST	Total Amount
10600 - 0070 - 0000 - - 8050 - -	7.92

### Financial Coding Summary

Financial Coding	Total Excl. Tax	Total Incl. Tax
51498 - 282202 - 0070 - PBJ2 - 2001 - -	538.44	546.36

### Approval History

Date And Time	Approver	Approval Status	Comment
14/11/2016 13:37:57	Myriam Montreuil	Approved	

### Signatures



I certify that the amounts included in this Expense Report were incurred on authorized government business travel.

**Traveller Name** *Catherine McKenna*

**Submit Date** *14/11/2016*

Signature



Submitted on behalf of the Traveller.

**Delegate Name** *Amanda Hauralt*

**Submit Date** *14/11/2016*

Signature



**Recommender Name** *Myriam Montreuil*

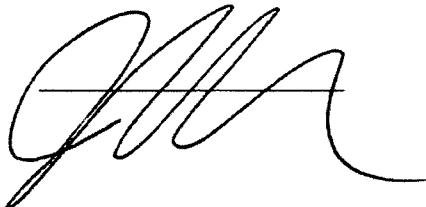
**Recommended Date** *14/11/2016*

Signature

Certified pursuant to section 34 of the Financial Administration Act.

**Approver Name** *Marlo Raynolds*

**Approval Date**



**NOV 30 2016**

Signature

**Processor Name** \_\_\_\_\_

**Processed Date** \_\_\_\_\_

Signature

## Travel Request

Travel Request Name: Halifax - 7 November 2016

**Traveller Name:** Catherine McKenna  
**TIN:**  
**Prepared By:** Amanda Hérault  
**Policy Module:** M2 - Outside Headquarters - No  
Overnight  
**Trip Purpose:** Core Mandate - Other  
**Other Trip Purpose:** Announcement  
**Alternative To Travel:** Personal attendance required  
**Travel Start Date:** 07/11/2016  
**Travel End Date:** 07/11/2016  
**Approval Status:** Approved  
**Primary Location:**  
**Secondary Location:**

**Online TAN:** AMC469795  
**Fiscal Year:** 2016-2017  
**Travel Outside Default** N  
**Division:**  
**Blanket Travel Authority** No  
**Applied:**

**Vendor Code:**  
**Custom Field 1:**  
**Custom Field 2:**  
**Custom Field 3:**  
**Custom Field 4:**  
**Custom Field 5:**

**Event:**

**Comments:**

Halifax - 7 November 2016

### Travel Request Summary



### **Itinerary Details**

**PNR:**

**Trip Status:** *Quoted*

**Traveller Type:** *Minister*

**Primary Trip Purpose:** *Core Mandate - Other*

**Total Itinerary Cost (CAD) 0.00**

## Signatures

I have access to the Treasury Board Travel Policy (internal policy for separate employers) and accept the terms and conditions of travel that are in accordance with current policy.

**Traveller Name** *Catherine McKenna*

**Submit Date** *14/11/2016*

Signature

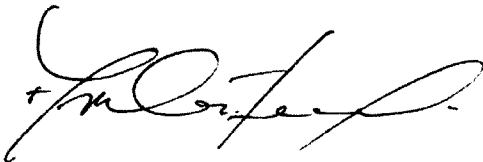


Submitted on behalf of the Traveller.

**Delegate Name** *Amanda Herault*

**Submit Date** *14/11/2016*

Signature

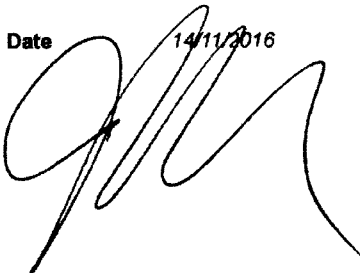


Certified pursuant to section 32 of the Financial Administration Act.

**Approver Name** *Marlo Raynolds*

**Approval Date** *14/11/2016*

Signature



# McCORD TRAVEL MANAGEMENT

## Invoice

HON. CATHERINE MCKENNA  
MIN. OF ENVIRONMENT & CLIMATE CHANGE  
200 SACR-COEUR 21ME ETAGE MINISTER  
SUITE  
GATINEAU, QC K1A 0H3  
CANADA

Invoice No: 482944  
Invoice Date: 4 Nov 2016  
Client No:  
Agent:  
PNR:

**Passenger(s)** MCKENNA/CATHERINE MARY MS

### FLIGHT INFORMATION

A/L	FLIGHT	DEPART DATE/TIME	ARRIVAL DATE/TIME	ITINERARY
PD	00219	07Nov16 11:55 am	07Nov16 02:45 pm	OTTAWA INTL - HALIFAX INTL
PD	00252	07Nov16 07:40 pm	07Nov16 08:55 pm	HALIFAX INTL - OTTAWA INTL

REFERENCE / SALE DESCRIPTION	BASE FARE	GST/ HST	OTHER TAXES	TOTAL
PORTER AIRLINES	255.00	46.42	98.24	399.66
BSP CANADA, IATA 0065775472	79.90	4.00	0.00	83.90
Total Fares:				334.90
Total Taxes:				98.24
Total GST/HST:				50.42
<b>Invoice Total:</b>				<b>483.56</b>
<b>Payment(s):</b>				
04 Nov 16 Credit Card				399.66
04 Nov 16 Credit Card				83.90
<b>Total Payments:</b>				<b>483.56</b>
<b>Balance Due (CAD):</b>				<b>0.00</b>

+++ AIR TICKET PLUS SERVICE FEE ( ECONOMY CLASS FARE) +++

\*\*\*\*\* TICKET FULLY USED \*\*\*\*\*

### TERMS AND CONDITIONS

Out of province medical insurance as well as trip cancellation insurance has been offered to the passengers and declined unless otherwise stated above. The contract permits price increases. No price increases are permitted after the customer has paid in full. If the price increase is more than 7%, except increases resulting from an increase in retail sales tax or GST cumulative increase, the customer has the right to cancel the contract and obtain a full refund.

Passengers are responsible to obtain the necessary documentation(s) such as: (i) Valid passport, (ii) required entry visa, and (iii) medical immunization, vaccination, etc. Please note that entry to another country may be refused even if the required information and travel documents are complete.

Living standards and practices at the destination and standards and conditions there with respect to the provision of utilities, services and accommodation may differ from those found in Canada.

If your travel agent booked via a tour operator, further terms and conditions may be found in the tour operator's brochure.



130 ALBERT ST SUITE 2000, OTTAWA, ON K1P 5G4  
P: 613-755-8000 F: 613-755-8006  
HST no. R897182522 TICO no: 4800003



Page 1 of 1

Traveler Name:	Minister			
Location:	Halifax			
Dates of travel:	7 Nov. 2016			
Meals and incidentals:	B	L	D	Incidentals
Monday		✓	✓	
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				
Sunday				
Hotel receipt(s)				
Taxi receipts				
Miscellaneous receipts				
Traveler signature				

Please do not include meals that were provided during this trip.



## Transaction

### Out of Pocket Expenses: Details

Out of Pocket Expense: 07/11/2016  
Amount: \$62 80 CAD  
Meals and Incidentals

View Linked Transactions  
Out of Pocket Expenses: Copy

Expenses Coding Approval Summary

#### 2) Allowance: Meals, Incidentals & Private Accommodation

This expense type relates to the cost of meals, incidentals and nights with private accommodation for up to 30 days in a single location. Use this to estimate costs on travel requests, or to record the actual out of pocket expense amount on expense reports. One form covers allowances for up to 10 unique destinations in a single trip. If your trip covers more than 10 unique destinations, add another instance of this expense type after you have saved this entry. Use the 2a) Allowance: Meals, Incidentals & Private Accommodation (Extended) expense type to record costs from the 31st day of travel onwards in a single location.

☒ I am travelling within Module 1 or 2 and I am requesting an accommodation and/or incidental allowance.

Reason for request

Had to pay for  
lunch and dinner.

Enter the date range of travel.

Start Date

End Date

07/11/2016



07/11/2016



Select the meals/incidentals/accommodation allowances you want to claim and click Calculate Allowances.

Date	Country / Location	Breakfast	Lunch	Dinner	Incidentals	Private Accommodation
07/11/2016	Canada - Nova Scotia	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
07/11/2016	Canada - Ontario	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Calculate Allowances

#### Summary

Country	Location	Meals	Incidentals	Private Accommodation
Canada	Nova Scotia	45.55	0.00	0.00
Canada	Ontario	17.25	0.00	0.00

Delete

Save

Cancel

## Relevé - Rapport sur les dépenses

Nom du rapport de dépenses: To make an announcement in Halifax - 7 November 2016

Nom du voyageur: Catherine McKenna

NIV:

Préparé par: Amanda Herault

Module Politique: M2 : Hors de la zone d'affectation -  
sans nuitée

Motif du voyage: Mandat principal - Autre

Autre objet du voyage: Announcement

Nom de la demande de voyage: Halifax - 7 November 2016

Date de début du déplacement: 07/11/2016

Date de fin du déplacement: 07/11/2016

État d'autorisation du rapport de dépenses: Autorisation requise

Emplacement principal:

Emplacement  
secondaire:

NAV en ligne: AMC469795

Fiscal Year: 2016-2017

Travel Outside Default Division: N

Code fournisseur:

Événement:

Commentaires:

### Rapport récapitulatif des dépenses

#### Résumé du rapport de dépenses

Total des dépenses attribuées :	546.36
(Moins) Total des dépenses non remboursables :	483.56
Total des dépenses remboursables :	62.80
Montant total dû voyageur :	62.80
Dépenses non remboursables	

Type de dépenses	Date	Montant en devise étrangère	Montant de la taxe	Montant
5) Commercial Air	04/11/2016	51498 - 282202 - 0070 - PBJ2 - 2001 - -		483.56
Manual Prepaid				<u>483.56</u>
Porter Airlines				
Total des dépenses non remboursables (CAD)				483.56

### Dépenses remboursables

Type de dépenses	Date	Montant en devise étrangère	Montant de la taxe	Montant
2) Allowance: Meals, Incidentals & Private Accommodation	07/11/2016	51498 - 282202 - 0070 - PBJ2 - 2001 - - 10600 - 0070 - 0000 - - 8050 - -	NS#T ... 5.94	39.61
				<u>45.55</u>
	07/11/2016	51498 - 282202 - 0070 - PBJ2 - 2001 - - 10600 - 0070 - 0000 - - 8050 - -	ON#T ... 1.98	15.27
				<u>17.25</u>
Total des dépenses remboursables (CAD)				62.80

### Récapitulatif codes de taxes

TVH	Montant total
10600 - 0070 - 0000 - - 8050 - -	7.92

### Résumé des codes financiers

Codes financiers	Total HT Taxe	Total TTC Taxe
51498 - 282202 - 0070 - PBJ2 - 2001 - -	538.44	546.36

### Historique d'autorisation

Date et heure	Approbateur	État d'autorisation	Commentaire
---------------	-------------	---------------------	-------------

### Signatures

Je certifie que les montants faisant l'objet de cette réclamation constituent des dépenses entraînées par des voyages pour affaires officielles.

**Nom du voyageur** *Catherine McKenna*

**Date de soumission** *14/11/2016*

Signature

Soumis au nom du voyageur.

**Nom du délégué** *Amanda Herault*

**Date de soumission** *14/11/2016*

Signature

**Nom de l'émetteur de la recommandation** *Myriam Montreuil*

**Date recommandée** \_\_\_\_\_

Signature

Certifié conforme à l'article 34 de la Loi sur la gestion des finances publiques.

**Nom de l'approbateur** *Marlo Reynolds*

**Date d'autorisation** \_\_\_\_\_

Signature

**Nom de la personne  
responsable du  
traitement** \_\_\_\_\_

**Date de traitement** \_\_\_\_\_

Signature

# McCORD TRAVEL MANAGEMENT

## Invoice

HON. CATHERINE MCKENNA  
MIN. OF ENVIRONMENT & CLIMATE CHANGE  
200 SACR-COEUR 21ME ETAGE MINISTER  
SUITE  
GATINEAU, QC K1A 0H3  
CANADA

Invoice No: 484955  
Invoice Date: 20 Nov 2016  
Client No:  
Agent:  
PNR:

Passenger(s) MCKENNA/CATHERINE MARY MS

### FLIGHT INFORMATION

A/L	FLIGHT	DEPART DATE/TIME	ARRIVAL DATE/TIME	ITINERARY
AC	08637	21Nov16 05:10 pm	21Nov16 06:15 pm	HALIFAX INTL - OTTAWA INTL

REFERENCE / SALE DESCRIPTION	BASE FARE	GST/ HST	OTHER TAXES	TOTAL
Ticket # 9566374443 for MCKENNA/CATHERINE MARY MS	389.00	63.17	32.12	484.29
BSP CANADA, IATA 0065799559	39.90	2.00	0.00	41.90
Total Fares:				428.90
Total Taxes:				32.12
Total GST/HST:				65.17
Invoice Total:				526.19
Payment(s):				
20 Nov 16 Credit Card				484.29
20 Nov 16 Credit Card				41.90
Total Payments:				526.19
Balance Due (CAD):				0.00

+++ AIR TICKET PLUS SERVICE FEE ( FLEX ECONOMY CLASS FARE) +++

TKT: 014 9566 374443 NAME: MCKENNA/CATHERINEMARYMS  
CC: FF:  
ISSUED: 20NOV16 FOP:  
PSEUDO: 2GU4 PLATING CARRIER: AC ISO: CA IATA: 67502982  
USE CR FLT CLS DATE BRDOFF TIME ST F/B FARE CPN  
USED AC 8637 M 21NOV YHZYOW 0510P OK P0ZEXB 1  
NVB21NOV NVA21NOV

FARE: CAD 389.00 TAX: 7.12 CA TAX: 63.17 RC  
TAX: 25.00 SQ TOTAL: CAD 484.29  
AC ONLY

21NOV YHZ AC YOW Q15.00Q3.00 371.00CAD389.00END  
)> RLOC 1V



130 ALBERT ST SUITE 2000, OTTAWA, ON K1P 5G4  
P: 613-755-8000 F: 613-755-8006  
HST no. R897192522 TICO no. 4800003



# McCORD TRAVEL MANAGEMENT

## Invoice

HON. CATHERINE MCKENNA  
MIN. OF ENVIRONMENT & CLIMATE CHANGE  
200 SACR-COEUR 21ME ETAGE MINISTER  
SUITE  
GATINEAU, QC K1A 0H3  
CANADA  
**Passenger(s)** MCKENNA/CATHERINE MARY MS

Invoice No: 484903  
Invoice Date: 20 Nov 2016  
Client No:  
Agent:  
PNR:

### FLIGHT INFORMATION

A/L	FLIGHT	DEPART DATE/TIME	ARRIVAL DATE/TIME	ITINERARY
AC	08632	21Nov16 10:30 am	21Nov16 01:25 pm	OTTAWA INTL - HALIFAX INTL

REFERENCE / SALE DESCRIPTION	BASE FARE	GST/ HST	OTHER TAXES	TOTAL
Ticket # 9566374433 for MCKENNA/CATHERINE MARY MS	585.00	79.97	30.12	695.09
BSP CANADA, IATA 0065799531	39.50	1.98	0.00	41.48
Total Fares:				624.50
Total Taxes:				30.12
Total GST/HST:				81.95
<b>Invoice Total:</b>				<b>736.57</b>
<b>Payment(s):</b>				
20 Nov 16 Credit Card				695.09
20 Nov 16 Credit Card				41.48
<b>Total Payments:</b>				<b>736.57</b>
<b>Balance Due (CAD):</b>				<b>0.00</b>

+++ AIR TICKET PLUS SERVICE FEE ( LATITUDE ECONOMY CLASS FARE) +++

TKT: 014 9566 374433 NAME: MCKENNA/CATHERINEMARYMS  
CC: FF:  
ISSUED: 20NOV16 FOP:  
PSEUDO: 2GU4 PLATING CARRIER: AC ISO: CA IATA: 67502982  
USE CR FLT CLS DATE BRDOFF TIME ST F/B FARE CPN  
USED AC 8632 Y 21NOV YOWYHZ 1030A OK Y0LTB 1

FARE: CAD 585.00 TAX: 7.12 CA TAX: 79.97 RC  
TAX: 23.00 SQ TOTAL: CAD 695.09  
AC ONLY

21NOV YOW AC YHZ Q15.00Q3.00 567.00CAD585.00END  
RLOC 1V  
>



130 ALBERT ST SUITE 2000, OTTAWA, ON K1P 5G4  
P: 613-755-6000 F: 613-755-6006  
HST no. R897192522 TICO no. 4800003



**McCORD TRAVEL MANAGEMENT****Invoice**

HON. CATHERINE MCKENNA  
MIN. OF ENVIRONMENT & CLIMATE CHANGE  
200 SACR-COEUR 21ME ETAGE MINISTER  
SUITE  
GATINEAU, QC K1A 0H3  
CANADA

Invoice No: 484955  
Invoice Date: 20 Nov 2016  
Client No:  
Agent:  
PNR:

**Passenger(s)** MCKENNA/CATHERINE MARY MS

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**TERMS AND CONDITIONS**

Out of province medical insurance as well as trip cancellation insurance has been offered to the passengers and declined unless otherwise stated above. The contract permits price increases. No price increases are permitted after the customer has paid in full. If the price increase is more than 7%, except increases resulting from an increase in retail sales tax or GST cumulative increase, the customer has the right to cancel the contract and obtain a full refund.

Passengers are responsible to obtain the necessary documentation(s) such as: (i) Valid passport, (ii) required entry visa, and (iii) medical immunization, vaccination, etc. Please note that entry to another country may be refused even if the required information and travel documents are complete.

Living standards and practices at the destination and standards and conditions there with respect to the provision of utilities, services and accommodation may differ from those found in Canada.

If your travel agent booked via a tour operator, further terms and conditions may be found in the tour operator's brochure.



130 ALBERT ST SUITE 2000, OTTAWA, ON K1P 5G4  
P: 613-755-6000 F: 613-755-6006  
HST no. R897192522 TICO no. 4800003



Page 2 of 2



**McCORD TRAVEL MANAGEMENT****Invoice**

HON. CATHERINE MCKENNA  
MIN. OF ENVIRONMENT & CLIMATE CHANGE  
200 SACR-COEUR 21ME ETAGE MINISTER  
SUITE  
GATINEAU, QC K1A 0H3  
CANADA

Invoice No: 485297  
Invoice Date: 23 Nov 2016  
Client No:  
Agent:  
PNR:

**Passenger(s)** MCKENNA/CATHERINE MARY MS

**FLIGHT INFORMATION**

A/L	FLIGHT	DEPART DATE/TIME	ARRIVAL DATE/TIME	ITINERARY
PD	00214	25Nov16 09:30 am	25Nov16 10:30 am	OTTAWA INTL - TORONTO BILLY BISHOP ARPT
PD	00241	25Nov16 05:00 pm	25Nov16 05:56 pm	TORONTO BILLY BISHOP ARPT - OTTAWA INTL

REFERENCE / SALE DESCRIPTION	BASE FARE	GST/ HST	OTHER TAXES	TOTAL
PORTER AIRLINES	511.00	77.52	85.24	673.76
BSP CANADA, IATA 0065810605	79.90	4.00	0.00	83.90
Total Fares:				590.90
Total Taxes:				85.24
Total GST/HST:				81.52
<b>Invoice Total:</b>				<b>757.66</b>
<b>Payment(s):</b>				
23 Nov 16 Credit Card				673.76
23 Nov 16 Credit Card				83.90
<b>Total Payments:</b>				<b>757.66</b>
<b>Balance Due (CAD):</b>				<b>0.00</b>

+++ AIR TICKET PLUS SERVICE FEE ( ECONOMY CLASS FARE) +++

\*\*\*\*\* TICKET FULLY USED \*\*\*\*\*

**TERMS AND CONDITIONS**

Out of province medical insurance as well as trip cancellation insurance has been offered to the passengers and declined unless otherwise stated above. The contract permits price increases. No price increases are permitted after the customer has paid in full. If the price increase is more than 7%, except increases resulting from an increase in retail sales tax or GST cumulative increase, the customer has the right to cancel the contract and obtain a full refund.

Passengers are responsible to obtain the necessary documentation(s) such as: (i) Valid passport, (ii) required entry visa, and (iii) medical immunization, vaccination, etc. Please note that entry to another country may be refused even if the required information and travel documents are complete.

Living standards and practices at the destination and standards and conditions there with respect to the provision of utilities, services and accommodation may differ from those found in Canada.

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130 ALBERT ST SUITE 2000, OTTAWA, ON K1P 5G4  
P: 613-755-6000 F: 613-755-6006  
HST no. R897192522 TICO no. 4800003



Page 1 of 1

**McCORD TRAVEL MANAGEMENT****Invoice**

HON. CATHERINE MCKENNA  
MIN. OF ENVIRONMENT & CLIMATE CHANGE  
200 SACR-COEUR 21ME ETAGE MINISTER  
SUITE  
GATINEAU, QC K1A 0H3  
CANADA

Invoice No: 484903  
Invoice Date: 20 Nov 2016  
Client No:  
Agent:  
PNR:

**Passenger(s)** MCKENNA/CATHERINE MARY MS

---

**TERMS AND CONDITIONS**

Out of province medical insurance as well as trip cancellation insurance has been offered to the passengers and declined unless otherwise stated above. The contract permits price increases. No price increases are permitted after the customer has paid in full. If the price increase is more than 7%, except increases resulting from an increase in retail sales tax or GST cumulative increase, the customer has the right to cancel the contract and obtain a full refund.

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130 ALBERT ST SUITE 2000, OTTAWA, ON K1P 5G4  
P: 613-755-6000 F: 613-755-6006  
HST no. R897192522 TICO no. 4800003



Page 2 of 2

**McCORD TRAVEL MANAGEMENT****Invoice**

HON. CATHERINE MCKENNA  
MIN. OF ENVIRONMENT & CLIMATE CHANGE  
200 SACR-COEUR 21ME ETAGE MINISTER  
SUITE  
GATINEAU, QC K1A 0H3  
CANADA

Invoice No: 484901  
Invoice Date: 20 Nov 2016  
Client No:  
Agent:  
PNR:

**Passenger(s)** LUBCZUK/JOCELYN MS

**FLIGHT INFORMATION**

A/L	FLIGHT	DEPART DATE/TIME	ARRIVAL DATE/TIME	ITINERARY
AC	08632	21Nov16 10:30 am	21Nov16 01:25 pm	OTTAWA INTL - HALIFAX INTL

REFERENCE / SALE DESCRIPTION	BASE FARE	GST/ HST	OTHER TAXES	TOTAL
Ticket # 9566374431 for LUBCZUK/JOCELYN MS	389.00	54.49	30.12	473.61
BSP CANADA, IATA 0065799529	39.50	1.98	0.00	41.48
Total Fares:				428.50
Total Taxes:				30.12
Total GST/HST:				56.47
<b>Invoice Total:</b>				<b>515.09</b>
<b>Payment(s):</b>				
20 Nov 16 Credit Card				473.61
20 Nov 16 Credit Card				41.48
<b>Total Payments:</b>				<b>515.09</b>
<b>Balance Due (CAD):</b>				<b>0.00</b>

+++ AIR TICKET PLUS SERVICE FEE ( FLEX ECONOMY CLASS FARE) +++

TKT: 014 9566 374431 NAME: LUBCZUK/JOCELYNMS  
CC: FF:  
ISSUED: 20NOV16 FOP:  
PSEUDO: 2GU4 PLATING CARRIER: AC ISO: CA IATA: 67502982  
USE CR FLT CLS DATE BRDOFF TIME ST F/B FARE CPN  
USED AC 8632 M 21NOV YOWYHZ 1030A OK P0ZEXB 1  
NVB21NOV NVA21NOV

FARE: CAD 389.00 TAX: 7.12 CA TAX: 54.49 RC  
TAX: 23.00 SQ TOTAL: CAD 473.61  
AC ONLY

21NOV YOW AC YHZ Q15.00Q3.00 371.00CAD389.00END  
> RLOC 1V

>

**McCORD TRAVEL MANAGEMENT****Invoice**

HON. CATHERINE MCKENNA  
MIN. OF ENVIRONMENT & CLIMATE CHANGE  
200 SACR-COEUR 21ME ETAGE MINISTER  
SUITE  
GATINEAU, QC K1A 0H3  
CANADA

Invoice No: 484901  
Invoice Date: 20 Nov 2016  
Client No:  
Agent:  
PNR:

**Passenger(s)** LUBCZUK/JOCELYN MS

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**TERMS AND CONDITIONS**

Out of province medical insurance as well as trip cancellation insurance has been offered to the passengers and declined unless otherwise stated above. The contract permits price increases. No price increases are permitted after the customer has paid in full. If the price increase is more than 7%, except increases resulting from an increase in retail sales tax or GST cumulative increase, the customer has the right to cancel the contract and obtain a full refund.

Passengers are responsible to obtain the necessary documentation(s) such as: (i) Valid passport, (ii) required entry visa, and (iii) medical immunization, vaccination. etc. Please note that entry to another country may be refused even if the required information and travel documents are complete.

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# McCORD TRAVEL MANAGEMENT

## Invoice

HON. CATHERINE MCKENNA  
MIN. OF ENVIRONMENT & CLIMATE CHANGE  
200 SACR-COEUR 21ME ETAGE MINISTER  
SUITE  
GATINEAU, QC K1A 0H3  
CANADA

Invoice No: 484954  
Invoice Date: 20 Nov 2016  
Client No:  
Agent:  
PNR:

**Passenger(s)** LUBCZUK/JOCELYN MS

### FLIGHT INFORMATION

A/L	FLIGHT	DEPART DATE/TIME	ARRIVAL DATE/TIME	ITINERARY
AC	08637	21Nov16 05:10 pm	21Nov16 06:15 pm	HALIFAX INTL - OTTAWA INTL

REFERENCE / SALE DESCRIPTION	BASE FARE	GST/ HST	OTHER TAXES	TOTAL
Ticket # 9566374442 for LUBCZUK/JOCELYN MS	389.00	63.17	32.12	484.29
BSP CANADA, IATA 0065799558	39.90	2.00	0.00	41.90
Total Fares:				428.90
Total Taxes:				32.12
Total GST/HST:				65.17
<b>Invoice Total:</b>				<b>526.19</b>
<b>Payment(s):</b>				
20 Nov 16 Credit Card				484.29
20 Nov 16 Credit Card				41.90
<b>Total Payments:</b>				<b>526.19</b>
<b>Balance Due (CAD):</b>				<b>0.00</b>

+++ AIR TICKET PLUS SERVICE FEE ( FLEX ECONOMY CLASS FARE) +++

TKT: 014 9566 374442 NAME: LUBCZUK/JOCELYNMS  
CC: FF:  
ISSUED: 20NOV16 FOP:  
PSEUDO: 2GU4 PLATING CARRIER: AC ISO: CA IATA: 67502982  
USE CR FLT CLS DATE BRDOFF TIME ST F/B FARE CP  
USED AC 8637 M 21NOV YHZYOW 0510P OK P0ZEXB 1  
NVB21NOV NVA21NOV

FARE: CAD 389.00 TAX: 7.12 CA TAX: 63.17 RC  
TAX: 25.00 SQ TOTAL: CAD 484.29  
AC ONLY

21NOV YHZ AC YOW Q15.00Q3.00 371.00CAD389.00END  
> RLOC 1V



130 ALBERT ST SUITE 2000, OTTAWA, ON K1P 5G4  
P: 613-755-6000 F: 613-755-6006  
HST no. R897192522 TICO no. 4800003



**McCORD TRAVEL MANAGEMENT****Invoice**

HON. CATHERINE MCKENNA  
MIN. OF ENVIRONMENT & CLIMATE CHANGE  
200 SACR-COEUR 21ME ETAGE MINISTER  
SUITE  
GATINEAU, QC K1A 0H3  
CANADA

Invoice No: 484954  
Invoice Date: 20 Nov 2016  
Client No:  
Agent:  
PNR:

**Passenger(s)** LUBCZUK/JOCELYN MS

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**TERMS AND CONDITIONS**

Out of province medical insurance as well as trip cancellation insurance has been offered to the passengers and declined unless otherwise stated above. The contract permits price increases. No price increases are permitted after the customer has paid in full. If the price increase is more than 7%, except increases resulting from an increase in retail sales tax or GST cumulative increase, the customer has the right to cancel the contract and obtain a full refund.

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# McCORD TRAVEL MANAGEMENT

## Invoice

HON. CATHERINE MCKENNA  
MIN. OF ENVIRONMENT & CLIMATE CHANGE  
200 SACR-COEUR 21ME ETAGE MINISTER  
SUITE  
GATINEAU, QC K1A 0H3  
CANADA  
**Passenger(s)** LUBCZUK/JOCELYN MS

Invoice No: 485305  
Invoice Date: 23 Nov 2016  
Client No:  
Agent:  
PNR:

### FLIGHT INFORMATION

A/L	FLIGHT	DEPART DATE/TIME	ARRIVAL DATE/TIME	ITINERARY
PD	00214	25Nov16 09:30 am	25Nov16 10:30 am	OTTAWA INTL - TORONTO BILLY BISHOP ARPT
PD	00241	25Nov16 05:00 pm	25Nov16 05:56 pm	TORONTO BILLY BISHOP ARPT - OTTAWA INTL

REFERENCE / SALE DESCRIPTION	BASE FARE	GST/HST	OTHER TAXES	TOTAL
PORTER AIRLINES	511.00	77.52	85.24	673.76
BSP CANADA, IATA 0065810611	79.90	4.00	0.00	83.90
Total Fares:				590.90
Total Taxes:				85.24
Total GST/HST:				81.52
<b>Invoice Total:</b>				<b>757.66</b>
<b>Payment(s):</b>				
23 Nov 16 Credit Card				673.76
23 Nov 16 Credit Card				83.90
<b>Total Payments:</b>				<b>757.66</b>
<b>Balance Due (CAD):</b>				<b>0.00</b>

+++ AIR TICKET PLUS SERVICE FEE ( ECONOMY CLASS FARE) +++  
+++ FLIGHT TIME CHANGE TRAVEL ON INVOICE 485526 +++

### TERMS AND CONDITIONS

Out of province medical insurance as well as trip cancellation insurance has been offered to the passengers and declined unless otherwise stated above. The contract permits price increases. No price increases are permitted after the customer has paid in full. If the price increase is more than 7%, except increases resulting from an increase in retail sales tax or GST cumulative increase, the customer has the right to cancel the contract and obtain a full refund.

Passengers are responsible to obtain the necessary documentation(s) such as: (i) Valid passport, (ii) required entry visa, and (iii) medical immunization, vaccination. etc. Please note that entry to another country may be refused even if the required information and travel documents are complete.

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If your travel agent booked via a tour operator, further terms and conditions may be found in the tour operator's brochure.



130 ALBERT ST SUITE 2000, OTTAWA, ON K1P 5G4  
P: 613-755-6000 F: 613-755-6006  
HST no. R897192522 TICO no. 4800003



Page 1 of 1

**McCORD TRAVEL MANAGEMENT****Invoice**

HON. CATHERINE MCKENNA  
MIN. OF ENVIRONMENT & CLIMATE CHANGE  
200 SACR-COEUR 21ME ETAGE MINISTER  
SUITE  
GATINEAU, QC K1A 0H3  
CANADA

Invoice No: 485526  
Invoice Date: 24 Nov 2016  
Client No:  
Agent:  
PNR:

Passenger(s) LUBCZUK/JOCELYN MS

**FLIGHT INFORMATION**

A/L	FLIGHT	DEPART DATE/TIME	ARRIVAL DATE/TIME	ITINERARY
PD	00214	25Nov16 09:30 am	25Nov16 10:30 am	OTTAWA INTL - TORONTO BILLY BISHOP ARPT
PD	00243	26Nov16 06:00 pm	26Nov16 06:56 pm	TORONTO BILLY BISHOP ARPT - OTTAWA INTL

REFERENCE / SALE DESCRIPTION	BASE FARE	GST/ HST	OTHER TAXES	TOTAL
CHANGE FEE	50.00	6.50	0.00	56.50
Total Fares:				50.00
Total Taxes:				0.00
Total GST/HST:				6.50
<b>Invoice Total:</b>				<b>56.50</b>
<b>Payment(s):</b>				
24 Nov 16 Credit Card				56.50
<b>Total Payments:</b>				<b>56.50</b>
<b>Balance Due (CAD):</b>				<b>0.00</b>

+++ FLIGHT TIME CHANGE FROM INVOICE 485305 +++  
+++ 56.50 CHANGE FEE+++

+++++ TICKET FULLY USED +++++

**TERMS AND CONDITIONS**

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130 ALBERT ST SUITE 2000, OTTAWA, ON K1P 5G4  
P: 613-755-6000 F: 613-755-6006  
HST no. R897192522 TICO no. 4800003



Page 1 of 1



## Expense Report Statement

**Expense Report Name:** To accompany the Minister and to meet with stakeholders in  
Halifax - November 2016

**Traveller Name:** *Tiffany Anne Ouimet*

**TIN:**

**Prepared By:** *Amanda Herault*

**Policy Module:** *M3D - Domestic - Overnight Stay*

**Trip Purpose:** *Key Stakeholder Engagement -  
Meetings*

**Other Trip Purpose:**

**Travel Request Name:** *Halifax - November 2016*

**Travel Start Date:** *07/11/2016*

**Travel End Date:** *08/11/2016*

**ER Approval Status:** *Approval Required*

**Primary Location:**

**Secondary Location:**

**Online TAN:** *AMC487561*

**Fiscal Year:** *2016-2017*

**Travel Outside Default  
Division:**

**Vendor Code:**

**Event:**

**Comments:**

### Expense Report Summary

#### Expense Summary

<b>Total allocated expenses :</b>	<b>995.11</b>
(Minus) Total non-reimbursable expenses :	540.62
<b>Total reimbursable expenses :</b>	<b>454.49</b>
<b>Total due traveller :</b>	<b>454.49</b>

#### Non-Reimbursable Expenses

Expense Type	Date	Foreign Amount	Tax Amount	Amount
--------------	------	-------------------	------------	--------

Expense Type	Date	Foreign Amount	Tax Amount	Amount
5) Commercial Air	04/11/2016	51496 - 282202 - 0070 - PBJ2 - 2001 - -		540.62
Manual Prepaid				<u>540.62</u>
Porter Airlines				
Total non-reimbursable expenses (CAD)				540.62

## Reimbursable Expenses

Expense Type	Date	Foreign Amount	Tax Amount	Amount
12) Vehicle Rental	08/11/2016	51496 - 282202 - 0070 - PBJ2 - 2001 - - 10600 - 0070 - 0000 - - 8050 - -	NS*HST 18.10	129.27
Hertz Corporation				<u>147.37</u>
16) Commercial Accommodation	08/11/2016	51496 - 282202 - 0070 - PBJ2 - 2001 - - 10600 - 0070 - 0000 - - 8050 - -	NS*HST 15.57	111.25
Westin Hotels And Resorts				<u>126.82</u>
2) Allowance: Meals, Incidentals & Private Accommodation	08/11/2016	51496 - 282202 - 0070 - PBJ2 - 2001 - - 10600 - 0070 - 0000 - - 8050 - -	NS#H ... 18.60	124.00
				<u>142.60</u>
	08/11/2016	51496 - 282202 - 0070 - PBJ2 - 2001 - - 10600 - 0070 - 0000 - - 8050 - -	QC#G ... 2.35	14.65
				<u>17.00</u>
9) Parking	08/11/2016	51496 - 282202 - 0070 - PBJ2 - 2001 - - 10600 - 0070 - 0000 - - 8050 - -	NS*HST 2.54	18.16
				<u>20.70</u>
Parking at hotel (see hotel receipt)				
Total reimbursable expenses (CAD)				454.49

## Tax Coding Summary

	Total Amount
GST	
10600 - 0070 - 0000 - - 8050 - -	2.35
HST	
	Total Amount

10600 - 0070 - 0000 - - 8050 - -

54.81

### Financial Coding Summary

Financial Coding	Total Excl. Tax	Total Incl. Tax
51496 - 282202 - 0070 - PBJ2 - 2001 - -	937.95	995.11

### Approval History

Date And Time	Approver	Approval Status	Comment
15/11/2016 15:03:25	Myriam Montreuil	Approved	

### Signatures

I certify that the amounts included in this Expense Report were incurred on authorized government business travel.

**Traveller Name**      *Tiffany Anne Ouimet*

**Submit Date**      15/11/2016

Signature



Submitted on behalf of the Traveller.

**Delegate Name**      *Amanda Herault*

**Submit Date**      15/11/2016

Signature



**Recommender Name**      *Myriam Montreuil*

**Recommended Date**      15/11/2016

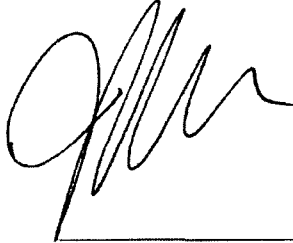
Signature

Certified pursuant to section 34 of the Financial Administration Act.

**Approver Name** Marlo Raynolds

**Approval Date** NOV 30 2016

**Signature**

A handwritten signature in black ink, appearing to be 'MR', written over a horizontal line.

**Processor Name**

**Processed Date**

**Signature**

## Travel Request

Travel Request Name: Halifax - November 2016

**Traveller Name:** *Tiffany Anne Ouimet*

**TIN:**

**Prepared By:** *Amanda Herault*

**Policy Module:** *M3D - Domestic - Overnight Stay*

**Trip Purpose:** *Key Stakeholder Engagement -  
Meetings*

**Other Trip Purpose:**

**Alternative To Travel:** *Présence nécessaire*

**Travel Start Date:** *07/11/2016*

**Travel End Date:** *08/11/2016*

**Approval Status:** *Approved*

**Primary Location:**

**Secondary Location:**

**Online TAN:** *AMC487561*

**Fiscal Year:** *2016-2017*

**Travel Outside Default  
Division:**

**Blanket Travel Authority  
Applied:** *No*

**Vendor Code:**

**Custom Field 1:**

**Custom Field 2:**

**Custom Field 3:**

**Custom Field 4:**

**Custom Field 5:**

**Event:**

**Comments:**

*Halifax - November 2016*

### Travel Request Summary

#### Expense Summary

<b>Total non-reimbursable expenses:</b>	0.00
<b>Total reimbursable expenses:</b>	569.20
	<b>569.20</b>

#### Advance Summary

<b>Travel advance:</b>	0.00
------------------------	------

#### Reimbursable Expenses

<b>Expense Type</b>		<b>Amount</b>
12) Vehicle Rental	51496 - 282202 - 0070 - PBJ2 - 2001 - -	200.00
Hertz Corporation		
16) Commercial Accommodation	51496 - 282202 - 0070 - PBJ2 - 2001 - -	175.00
Westin Hotels And Resorts		
2) Allowance: Meals, Incidentals & Private Accommodation	51496 - 282202 - 0070 - PBJ2 - 2001 - -	194.20
	<b>Total reimbursable expenses</b>	<b>569.20</b>

#### Financial Coding Summary

<b>Financial Coding</b>	<b>Total Excl. Tax</b>	<b>Total Incl. Tax</b>
51496 - 282202 - 0070 - PBJ2 - 2001 - -	569.20	569.20

#### Approval History

<b>Date And Time</b>	<b>Approver</b>	<b>Approval Status</b>	<b>Comment</b>
15/11/2016 14:13:18	Marlo Raynolds	Approved	

#### Itinerary Details

**PNR:**

**Trip Status:** *Quoted*

**Traveller Type:** *Minister's Exempt Staff*

**Primary Trip Purpose:** *Key Stakeholder Engagement -  
Meetings*

**Total Itinerary Cost (CAD) 0.00**

### Signatures

I have access to the Treasury Board Travel Policy (internal policy for separate employers) and accept the terms and conditions of travel that are in accordance with current policy.

**Traveller Name** *Tiffany Anne Ouimet*

**Submit Date** *15/11/2016*

Signature



Submitted on behalf of the Traveller.

**Delegate Name** *Amanda Herault*

**Submit Date** *15/11/2016*

Signature



Certified pursuant to section 32 of the Financial Administration Act.

**Approver Name** *Marlo Raynolds*

**Approval Date** *15/11/2016*

Signature



**McCORD TRAVEL MANAGEMENT****Invoice**

HON. CATHERINE MCKENNA  
MIN. OF ENVIRONMENT & CLIMATE CHANGE  
200 SACR-COEUR 21ME ETAGE MINISTER  
SUITE  
GATINEAU, QC K1A 0H3  
CANADA  
Passenger(s) OUIMET/TIFFANY MS

Invoice No: 482988  
Invoice Date: 4 Nov 2016  
Client No:  
Agent:  
PNR:

**FLIGHT INFORMATION**

A/L	FLIGHT	DEPART DATE/TIME	ARRIVAL DATE/TIME	ITINERARY
PD	00401	07Nov16 08:25 am	07Nov16 11:05 am	MONTREAL DORVAL - HALIFAX INTL
PD	00440	08Nov16 06:35 pm	08Nov16 07:40 pm	HALIFAX INTL - MONTREAL DORVAL

REFERENCE / SALE DESCRIPTION	BASE FARE	GST/ HST	OTHER TAXES	TOTAL
PORTER AIRLINES	297.00	22.36	137.36	456.72
BSP CANADA, IATA 0065775490	79.90	4.00	0.00	83.90
Total Fares:				376.90
Total Taxes:				100.24
Total GST/HST:				26.36
Total QST:				37.12
<b>Invoice Total:</b>				<b>540.62</b>
<b>Payment(s):</b>				
04 Nov 16 Credit Card				456.72
04 Nov 16 Credit Card				83.90
<b>Total Payments:</b>				<b>540.62</b>
<b>Balance Due (CAD):</b>				<b>0.00</b>

+++ AIR TICKET PLUS SERVICE FEE ( ECONOMY CLASS FARE) +++

\*\*\*\*\* TICKET FULLY USED \*\*\*\*\*

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130 ALBERT ST SUITE 2000, OTTAWA, ON K1P 5G4  
P: 613-755-8000 F: 613-755-6006  
HST no. R897192522 TICO no. 4800003



Page 1 of 1



s.16(2)  
s.19(1)

Westin Nova Scotian  
1181 Hollis Street  
Halifax, NS B3H 2P6  
Canada  
Tel: 902 421-1000 Fax: 902 421-165

# WESTIN®

## HOTELS & RESORTS

Tiffany Ouimet

Page Number : 1 Invoice Nbr : 367737  
Guest Number :  
Folio ID : A  
Arrive Date : 07-NOV-16 22:07  
Depart Date : 08-NOV-16 09:45  
No. Of Guest : 1  
Room Number : 906  
Club Account :

### Tax Invoice

Tax ID : #8999949331

Westin Nova Scotian NOV 5 09:50 DRANDLE

Date	Reference	Description	Charges (CAD)	Credits (CAD)
07-NOV-16	RT906	Median Gov't Rate	109.00	
07-NOV-16	RT906	Med Levy 2.0%	2.06	
07-NOV-16	RT906	Tax - Room 15%	15.76	
07-NOV-16	RT906	Self Parking	18.00	
07-NOV-16	RT906	Tax 15% Parking	2.70	
08-NOV-16	VI	Tip		-147.52

\*\*\*For Authorized Purpose Only\*\*\*

Date	Code	Authorized
07-NOV-16	9021	147.15

** Total	147.52	-147.52
*** Balance	-0.00	

As a Starwood Preferred Guest you could have earned 257 Starpoints for this visit. Please provide your member number or enroll today.

Continued on the next page

s.16(2)  
s.19(1)

**Hertz.**

## Estimate of Charges

HERTZ CANADA LIMITED

TIFFANY OUIMET

RENTAL: 11-07-16 1211 HALIFAX AIRPORT  
DUE: 11-08-16 1800 HALIFAX AIRPORT

0818011  
0818011

PAID BY: VISA		AUTH: /	
CDP: XXXXXXXXXX		DL: /	
OWN/VEH: 08198/4461729		16 COROLLA LE LE	
VEH CLASS: C		LOT/ROW/STALL:	
KMS OUT: 13152		RATE PLAN: FED	
		FUEL: 8/8	
		CUSTOMER	
		LIC: /	
		RATE CLASS: C	
		TK CAP: 50.0	
<b>CHARGE DESCRIPTION</b>		<b>CHARGE ESTIMATE</b>	
DAYS \$ 29.50/DAY @ 2 DAYS		(H) \$ 59.00	
UNLIMITED KMS			
<b>SUBTOTAL</b>		\$ 59.00	
<b>INSURANCE/OPTIONAL COVERAGE/WAIVER CHARGES</b>			
LDW \$ 9.95/DAY		(H) \$ 19.90	
<b>FUEL CHARGES</b>			
FUEL PURCH OPT		(H) \$ 46.50	
<b>SERVICE CHARGES/TAXES</b>			
VLCR \$ .81/DAY		(H) incl	
ACSRG \$ 1.00/DAY		(H) incl	
CFR 16.280%		(H) \$ 12.84	
HST 15.000%		(N) \$ 20.74	
ON EST TAX TTL \$138.24			
<b>TOTAL ESTIMATED CHARGES</b>		\$ 158.98	
FEES FOR ANY ADDITIONAL AUTHORIZED OPERATORS NOT INCLUDED ***			

THIS IS ONLY AN ESTIMATE. It assumes that (1) you will rent and return the identified vehicle at the times and places indicated, (2) if a Kilometerage/Mileage charge applies, you will drive no more than the number of Kilometers Indicated and (3) you will not incur any charges that either are listed above opposite "\*\*\*\*" or cannot be calculated until return. If any of these assumptions are incorrect, additional charges at higher rates may apply.

PREPARED BY: M5568  
11-07-16 1221 M5568 818011 ESTIMATE OF CHARGES

the identified vehicle at the times and places indicated, (2) if a Kilometerage/Mileage charge applies, you will drive no more than the number of Kilometers Indicated and (3) you will not incur any charges that either are listed above opposite "\*\*\*\*" or cannot be calculated until return. If any of these assumptions are incorrect, additional charges at higher rates may apply.

000058

# **Hertz** **VEHICLE INSPECTION** **INSPECTION DU VÉHICULE**

RA # / N° DE CL 920508532	AREA #	STALL NUMBER NUMÉRO D'ÉTABLISSEMENT 27
UNIT # / N° D'UNITÉ 146729	LICENSE PLATE # N° DE PLAQUE	MODEL / MODÈLE CURL 16
FUEL TANK RÉSERVOIR	E V	1/8 2/8 3/8 4/8 5/8 6/8 7/8 FULL PLEIN

## **Pre Rental Inspection** **Inspection pré-location**

D/B - Dent/Bosse  
 S/E - Scratch/Égratignure  
 M/E - Missing/Élément manquant  
 R/R - WS Repair/Réparation pare-brise

Comments:  
 Commentaires :

Inspected by / Employee/ Employé # :

I hereby acknowledge receipt of this vehicle in the condition described above and agree to hold Hertz representative of any discrepancy before leaving Hertz premises.  
 J'accuse réception de ce véhicule dans l'état décrit ci-dessus et j'accepte d'avoir Hertz responsable de toute divergence avant de quitter l'établissement de Hertz.

*T. Orlin* *Nov 7, 2016*

## **Damage Collection Form** **Rapport de dommages au véhicule**

### Damage Charge / Frais de dommage

\$45.95 Windshield Repair / Réparation Pare-Brise \_\_\_\_\_  
\$210.94 Windshield Replacement / Remplacement pare-brise \_\_\_\_\_  
\$80.00 Rim Repair / Réparation Jante \_\_\_\_\_  
\$65.00 Hub Cap / Enjoliveur \_\_\_\_\_  
\$300.00 Interior Cleaning / Nettoyage intérieur \_\_\_\_\_  
 Tire Replacement / Remplacement Pneu ( ☐ ) \_\_\_\_\_  
☐ Size: 15" \$62.00 ☐ Size: 17" \$115.00 ☐ Size: 19" \$200.00  
☐ Size: 16" \$73.00 ☐ Size: 18" \$165.00 ☐ Size: 20" \$245.00

Comments:  
 Commentaires :

Inspected by / Employee/ Employé # :

### Damage Acknowledgement

By signing below, I (renter/customer) acknowledge the damage as noted above. I agree to complete an incident report or pay the indicated repair costs as shown. Furthermore, I authorize you to bill my credit card for the total amount indicated above.

### Attestation de dommages

En signant ci-dessous, je (client) reconnais les dommages indiqués ci-dessus. Je consens à remplir un rapport d'incident ou à payer les frais de réparation indiqués. De plus, je vous autorise à débiter ma carte de crédit pour le montant total indiqué ci-dessus.

Customer Signature  
 Signature du client

Date

WHITE COPY - Location  
 COPIE BLANCHE - Bureau de location

BLUE COPY - Customer  
 COPIE BLEUE - Client

YELLOW COPY - HCM  
 COPIE JAUNE - HCM

GREEN COPY - Employee  
 COPIE VERT - Employé

Westin Nova Scotian  
1181 Hollis Street  
Halifax, NS B3H 2P6  
Canada  
Tel: 902 421-1000 Fax: 902 422-9465



Tiffany Ouimet

Page Number 2 Office Nbr : 367737  
Guest Number  
Folio ID A  
Arrive Date 07-NOV-16  
Depart Date 08-NOV-16  
No. Of Guest 1  
Room Number 906  
Club Account

EXPENSE SUMMARY REPORT

Currency: CAD

Date	Room/Levy	Fd & Bev	Gratuity	Taxes	Per	Total	Net
11-07-2016	2.06	0.00	0.00	18.46	27.00	147.52	0.00
11-08-2016	0.00	0.00	0.00	0.00	0.00	0.00	-147.52
Total	2.06	0.00	0.00	18.46	27.00	147.52	-147.52

Signature\_\_\_\_\_

Traveler Name:	Tiffany			
Location:	Halifax			
Dates of travel:	7-8 Nov. 16			
Meals and incidentals:	B	L	D	Incidentals
Monday	✓	✓	✓	
Tuesday	✓	✓	✓	
Wednesday				
Thursday				
Friday				
Saturday				
Sunday				
Hotel receipt(s)	✓			
Taxi receipts	✓			
Miscellaneous receipts	✓			
Traveler signature				

Please do not include meals that were provided during this trip.

# HALIFAX AIRPORT

RENTAL RECORD: 929508532  
CANADA, AS REPRESENTED BY

## TIFFANY QUINET

COMPLETED BY:  
RENTED: HALIFAX AIRPORT  
PHONE: (902) 873-3700  
RENTAL: 11-07-16 1221  
RETURN: 11-08-16 1618  
LICENSE  
KILOM IN: 13301 OUT: 13152  
KILOM DRIVEN: 149  
PLAN IN/OUT: FED /FED  
CLS: C

INITIAL CHARGES  
2 DAYS 29.50 (H) 59.00  
SUBTOT 59.00

CHARGES ADDED DURING RENTAL  
LDW (H) 19.90  
FUEL & SVC \$0.244/KM 3.690/LITRE  
149 KM DRIVEN X \$0.24(H) 36.41  
9.86 LITRES USED

SERVICE CHARGES/TAXES  
CFR 16.280% (H) 12.84  
HST 15.000% ON 128.15 (N) 19.22  
TOTAL AMOUNT DUE 147.37  
CHARGED ON: VISA 147.37  
CREDIT CARD #:

FOR EXPLANATION OF THE ABOVE CHARGES,  
PLEASE ASK A REPRESENTATIVE OR GO TO  
WWW.HERTZ.CA/CHARGEEXPLAINED

HST REGISTRANT NUMBER  
R102337847  
N=No Tax, H=HST

\* A MESSAGE FROM HERTZ \*  
CHECK OUT OUR GREAT RATES ON HERTZ.COM!  
Enjoy great deals and fast reservations  
to meet all your needs... work or  
pleasure! Visit www.Hertz.com!  
\* WE LOOK FORWARD TO YOUR NEXT VISIT! \*

Please Share  
Your Feedback  
by taking a brief survey:

**hertzsurvey.ca**

or 1-800-403-4116  
Enter access code: **08180**

Customer Service: 1-800-654-4173  
Thank you for renting from

**Hertz**

## Relevé - Rapport sur les dépenses

Nom du rapport de dépenses: To accompany the Minister and to meet with stakeholders in Halifax - November 2016

Nom du voyageur: *Tiffany Anne Ouimet*

NIV:

Préparé par: *Amanda Herault*

Module Politique: *M3D : Domestique - avec nuitée*

Motif du voyage: *Engagement principal des parties -  
Réunions*

Autre objet du voyage:

Nom de la demande de voyage: *Halifax - November 2016*

Date de début du déplacement: *07/11/2016*

Date de fin du déplacement: *08/11/2016*

État d'autorisation du rapport de dépenses: *Autorisation requise*

Emplacement principal:

Emplacement  
secondaire:

NAV en ligne: *AMC487561*

Fiscal Year: *2016-2017*

Travel Outside Default  
Division:

Code fournisseur:

Événement:

Commentaires:

### Rapport récapitulatif des dépenses

#### Résumé du rapport de dépenses

<b>Total des dépenses attribuées :</b>	<b>995.11</b>
(Moins) Total des dépenses non remboursables :	540.62
<b>Total des dépenses remboursables :</b>	<b>454.49</b>
<b>Montant total dû voyageur :</b>	<b>454.49</b>

#### Dépenses non remboursables

Type de dépenses	Date	Montant en devise étrangère	Montant de la taxe	Montant
5) Commercial Air	04/11/2016	51496 - 282202 - 0070 - PBJ2 - 2001 - -		540.62
Manual Prepaid				<hr/> 540.62
Porter Airlines				
Total des dépenses non remboursables (CAD)				540.62

## Dépenses remboursables

Type de dépenses	Date	Montant en devise étrangère	Montant de la taxe	Montant
12) Vehicle Rental	08/11/2016	51496 - 282202 - 0070 - PBJ2 - 2001 - - 10600 - 0070 - 0000 - - 8050 - -	NS*TVH 18.10	129.27
Hertz Corporation				<hr/> 147.37
16) Commercial Accommodation	08/11/2016	51496 - 282202 - 0070 - PBJ2 - 2001 - - 10600 - 0070 - 0000 - - 8050 - -	NS*TVH 15.57	111.25
Westin Hotels And Resorts				<hr/> 126.82
2) Allowance: Meals, Incidentals & Private Accommodation	08/11/2016	51496 - 282202 - 0070 - PBJ2 - 2001 - - 10600 - 0070 - 0000 - - 8050 - -	NS#T ... 18.60	124.00
				<hr/> 142.60
	08/11/2016	51496 - 282202 - 0070 - PBJ2 - 2001 - - 10600 - 0070 - 0000 - - 8050 - -	QC#T ... 2.35	14.65
				<hr/> 17.00
9) Parking	08/11/2016	51496 - 282202 - 0070 - PBJ2 - 2001 - - 10600 - 0070 - 0000 - - 8050 - -	NS*TVH 2.54	18.16
				<hr/> 20.70
Parking at hotel (see hotel receipt)				
Total des dépenses remboursables (CAD)				454.49

## Récapitulatif codes de taxes

TPS	Montant total
-----	------------------

10600 - 0070 - 0000 - - 8050 - -

2.35

TVH

**Montant  
total**

10600 - 0070 - 0000 - - 8050 - -

54.81

## Résumé des codes financiers

Codes financiers	Total HT Taxe	Total TTC Taxe
51496 - 282202 - 0070 - PBJ2 - 2001 - -	937.95	995.11

## Historique d'autorisation

Date et heure	Approbateur	État d'autorisation	Commentaire
---------------	-------------	---------------------	-------------

## Signatures

Je certifie que les montants faisant l'objet de cette réclamation constituent des dépenses entraînées par des voyages pour affaires officielles.

**Nom du voyageur** *Tiffany Anne Ouimet*

**Date de soumission** *15/11/2016*

Signature

Soumis au nom du voyageur.

**Nom du délégué** *Amanda Herault*

**Date de soumission** *15/11/2016*

Signature



**Nom de l'émetteur de la recommandation**    *Myriam Montreuil*

**Date recommandée**    \_\_\_\_\_

Signature

Certifié conforme à l'article 34 de la Loi sur la gestion des finances publiques.

**Nom de l'approbateur**    *Marlo Reynolds*

**Date d'autorisation**    \_\_\_\_\_

Signature

**Nom de la personne responsable du traitement**    \_\_\_\_\_

**Date de traitement**    \_\_\_\_\_

Signature

## Expense Report Statement

**Expense Report Name:** To accompany the Minister in Calgary - November 2016

**Traveller Name:** Marlo Reynolds

**TIN:**

**Prepared By:** Amanda Herault

**Policy Module:** M3D - Domestic - Overnight Stay

**Trip Purpose:** Key Stakeholder Engagement -  
Meetings

**Other Trip Purpose:**

**Travel Request Name:** Calgary - November 2016

**Travel Start Date:** 01/11/2016

**Travel End Date:** 02/11/2016

**ER Approval Status:** Approval Required

**Primary Location:**

**Secondary Location:**

**Online TAN:** AMC432446

**Fiscal Year:** 2016-2017

**Travel Outside Default** N

**Division:**

**Vendor Code:**

**Event:**

**Comments:**

### Expense Report Summary

#### Expense Summary

<b>Total allocated expenses :</b>	<b>1,569.74</b>
(Minus) Total non-reimbursable expenses :	1,340.55
<b>Total reimbursable expenses :</b>	<b>229.19</b>
<b>Total due traveller :</b>	<b>229.19</b>

#### Non-Reimbursable Expenses

Expense Type	Date	Foreign Amount	Tax Amount	Amount
--------------	------	-------------------	------------	--------

Expense Type	Date	Foreign Amount	Tax Amount	Amount
5) Commercial Air	01/11/2016	51496 - 282202 - 0070 - PBJ2 - 2001 - -		1,340.55
Manual Prepaid				<u>1,340.55</u>
WestJet				
Total non-reimbursable expenses (CAD)				1,340.55

## Reimbursable Expenses

Expense Type	Date	Foreign Amount	Tax Amount	Amount
16) Commercial Accommodation	02/11/2016	51496 - 282202 - 0070 - PBJ2 - 2001 - - 10600 - 0070 - 0000 - - 8050 - -	CA*G ... 8.16	204.03 <u>212.19</u>
Delta Hotels And Resorts				
2) Allowance: Meals, Incidentals & Private Accommodation	02/11/2016	51496 - 282202 - 0070 - PBJ2 - 2001 - - 10600 - 0070 - 0000 - - 8050 - -	CA#G ... 0.81	16.19 <u>17.00</u>
Total reimbursable expenses (CAD)				229.19

## Tax Coding Summary

GST	Total Amount
10600 - 0070 - 0000 - - 8050 - -	8.97

## Financial Coding Summary

Financial Coding	Total Excl. Tax	Total Incl. Tax
51496 - 282202 - 0070 - PBJ2 - 2001 - -	1,560.77	1,569.74

## Approval History

Date And Time	Approver	Approval Status	Comment
10/11/2016 14:31:38	Myriam Montreuil	Approved	

## Signatures

I certify that the amounts included in this Expense Report were incurred on authorized government business travel.

**Traveller Name** *Marlo Raynolds*

**Submit Date** *08/11/2016*

Signature

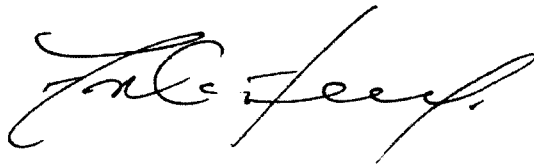


Submitted on behalf of the Traveller.

**Delegate Name** *Amanda Herault*

**Submit Date** *08/11/2016*

Signature



**Recommender Name** *Myriam Montreuil*

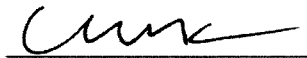
**Recommended Date** *10/11/2016*

Signature

Certified pursuant to section 34 of the Financial Administration Act.

**Approver Name** *Catherine McKenna*

**Approval Date**



**DEC - 2 2016**

Signature

**Processor Name** \_\_\_\_\_

**Processed Date** \_\_\_\_\_

Signature

## Travel Request

Travel Request Name: Calgary - November 2016

**Traveller Name:** *Marlo Reynolds*  
**TIN:**  
**Prepared By:** *Amanda Herault*  
**Policy Module:** *M3D - Domestic - Overnight Stay*  
**Trip Purpose:** *Key Stakeholder Engagement - Meetings*  
**Other Trip Purpose:**  
**Alternative To Travel:** *Personal attendance required*  
**Travel Start Date:** *01/11/2016*  
**Travel End Date:** *02/11/2016*  
**Approval Status:** *Approved*  
**Primary Location:**  
**Secondary Location:**

**Online TAN:** *AMC432446*  
**Fiscal Year:** *2016-2017*  
**Travel Outside Default Division:** *N*  
**Blanket Travel Authority Applied:** *No*

**Vendor Code:**

**Custom Field 1:**

**Custom Field 2:**

**Custom Field 3:**

**Custom Field 4:**

**Custom Field 5:**

**Event:**

**Comments:**

*Calgary - November 2016*

### Travel Request Summary

#### Expense Summary

<b>Total non-reimbursable expenses:</b>	0.00
<b>Total reimbursable expenses:</b>	364.40
	<b>364.40</b>

#### Advance Summary

<b>Travel advance:</b>	0.00
------------------------	------

#### Reimbursable Expenses

<b>Expense Type</b>	<b>Amount</b>
16) Commercial Accommodation 51496 - 282202 - 0070 - PBJ2 - 2001 - -  Delta Hotels And Resorts	250.00
2) Allowance: Meals, Incidentals & Private Accommodation 51496 - 282202 - 0070 - PBJ2 - 2001 - -	114.40
<b>Total reimbursable expenses</b>	<b>364.40</b>

#### Financial Coding Summary

<b>Financial Coding</b>	<b>Total Excl. Tax</b>	<b>Total Incl. Tax</b>
51496 - 282202 - 0070 - PBJ2 - 2001 - -	364.40	364.40

#### Approval History

<b>Date And Time</b>	<b>Approver</b>	<b>Approval Status</b>	<b>Comment</b>
08/11/2016 11:08:17	Catherine McKenna	Approved	

#### Itinerary Details

**PNR:**

**Trip Status:** *Quoted*

**Traveller Type:** *Minister's Exempt Staff*  
**Primary Trip Purpose:** *Key Stakeholder Engagement -  
Meetings*

**Total Itinerary Cost (CAD) 0.00**

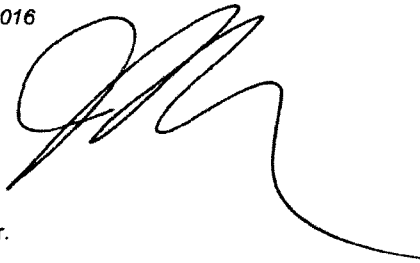
## Signatures

I have access to the Treasury Board Travel Policy (internal policy for separate employers) and accept the terms and conditions of travel that are in accordance with current policy.

**Traveller Name** *Marlo Reynolds*

**Submit Date** *08/11/2016*

Signature



Submitted on behalf of the Traveller.

**Delegate Name** *Amanda Hérault*

**Submit Date** *08/11/2016*

Signature

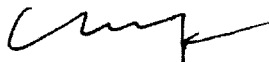


Certified pursuant to section 32 of the Financial Administration Act.

**Approver Name** *Catherine McKenna*

**Approval Date** *08/11/2016*

Signature





## McCORD TRAVEL MANAGEMENT

### Invoice

HON. CATHERINE MCKENNA  
MIN. OF ENVIRONMENT & CLIMATE CHANGE  
200 SACR-COEUR 21ME ETAGE MINISTER  
SUITE  
GATINEAU, QC K1A 0H3  
CANADA

Invoice No: 482501  
Invoice Date: 1 Nov 2016  
Client No:  
Agent:  
PNR:

Passenger(s) RAYNOLDS/MARLO MR

#### FLIGHT INFORMATION

A/L	FLIGHT	DEPART DATE/TIME	ARRIVAL DATE/TIME	ITINERARY
WS	00813	01Nov16 07:15 pm	01Nov16 09:49 pm	OTTAWA INTL - CALGARY INTL

REFERENCE / SALE DESCRIPTION	BASE FARE	GST/ HST	OTHER TAXES	TOTAL
WEST JET 2120552281	638.00	89.85	53.12	780.97
Total Fares:				638.00
Total Taxes:				53.12
Total GST/HST:				89.85
Invoice Total:				780.97
Payment(s):				
01 Nov 16 Credit Card				780.97
Total Payments:				780.97
Balance Due (CAD):				0.00

+++ AIR TICKET (ECONOMY CLASS FARE) +++  
+++ SERVICE FEE ON INVOICE 481738 +++  
RLOC:

#### TERMS AND CONDITIONS

Out of province medical insurance as well as trip cancellation insurance has been offered to the passengers and declined unless otherwise stated above. The contract permits price increases. No price increases are permitted after the customer has paid in full. If the price increase is more than 7%, except increases resulting from an increase in retail sales tax or GST cumulative increase, the customer has the right to cancel the contract and obtain a full refund.

Passengers are responsible to obtain the necessary documentation(s) such as: (i) Valid passport, (ii) required entry visa, and (iii) medical immunization, vaccination, etc. Please note that entry to another country may be refused even if the required information and travel documents are complete.

Living standards and practices at the destination and standards and conditions there with respect to the provision of utilities, services and accommodation may differ from those found in Canada.

If your travel agent booked via a tour operator, further terms and conditions may be found in the tour operator's brochure.



130 ALBERT ST SUITE 2000, OTTAWA, ON K1P 5G4  
P: 613-755-6000 F: 613-755-6006  
HST no. R897192522 TICO no. 4800003



Page 1 of 1

# McCORD TRAVEL MANAGEMENT

## Invoice

HON. CATHERINE MCKENNA  
MIN. OF ENVIRONMENT & CLIMATE CHANGE  
200 SACR-COEUR 21ME ETAGE MINISTER  
SUITE  
GATINEAU, QC K1A 0H3  
CANADA

Invoice No: 481739  
Invoice Date: 26 Oct 2016  
Client No:  
Agent:  
PNR:

Passenger(s) RAYNOLDS/MARLO MR

### FLIGHT INFORMATION

A/L	FLIGHT	DEPART DATE/TIME	ARRIVAL DATE/TIME	ITINERARY
AC	00124	02Nov16 07:10 pm	03Nov16 01:03 am	CALGARY INTL - OTTAWA INTL

REFERENCE / SALE DESCRIPTION	BASE FARE	GST/ HST	OTHER TAXES	TOTAL
AIR CANADA 2169031094	416.00	22.66	37.12	475.78
BSP CANADA, IATA 0065756670	39.90	2.00	0.00	41.90
Total Fares:				455.90
Total Taxes:				37.12
Total GST/HST:				24.66
<b>Invoice Total:</b>				<b>517.68</b>
<b>Payment(s):</b>				
26 Oct 16 Credit Card (				475.78
26 Oct 16 Credit Card (				41.90
<b>Total Payments:</b>				<b>517.68</b>
<b>Balance Due (CAD):</b>				<b>0.00</b>

+++ AIR TICKET PLUS SERVICE FEE ( FLEX ECONOMY CLASS FARE) +++

NAME: RAYNOLDS/MARLO MR TKT: 014 21 69031094 6  
FF: REF: RDUFR  
CP CR FLT CL DATE BRD OFF TIME ST FARE BASIS BGA CPST  
1. AC 124 W 02NOV16 YYC YOW 1910 OK W5WLTPC 1PC USED  
NVB:1/02NOV16 2/ 3/ 4/  
NVA:1/02NOV16 2/ 3/ 4/  
FR: CAD 416.00 TX: CA 7.12 TX: XG 22.66  
TX: SQ 30.00  
EQ:  
TL: CAD 475.78  
FARE CALCULATION  
02NOV16YYC AC YOW Q23.00R393.00CAD416.00 END ROE1.00  
FOP: AGT6750298/001/MITC#00 APC: 124149  
FOP:  
END: AC ONLY/NON-REF/CHGE FEE  
-BG:AC  
62990476/26OCT16/YWGAWAC / WW  
WINNIPEG / CANADA



130 ALBERT ST SUITE 2000, OTTAWA, ON K1P 5G4  
P: 613-755-6000 F: 613-755-6006  
HST no. R897192522 TICO no. 4800003



Page 1 of 2

**McCORD TRAVEL MANAGEMENT****Invoice**

HON. CATHERINE MCKENNA  
MIN. OF ENVIRONMENT & CLIMATE CHANGE  
200 SACR-COEUR 21ME ETAGE MINISTER  
SUITE  
GATINEAU, QC K1A 0H3  
CANADA

Invoice No: 481738  
Invoice Date: 26 Oct 2016  
Client No: ---  
Agent:  
PNR:

Passenger(s) RAYNOLDS/MARLO MR

**FLIGHT INFORMATION**

A/L	FLIGHT	DEPART DATE/TIME	ARRIVAL DATE/TIME	ITINERARY
AC	00465	01Nov16 07:00 pm	01Nov16 08:07 pm	OTTAWA INTL - TORONTO PEARSON
AC	00145	01Nov16 08:55 pm	01Nov16 11:14 pm	TORONTO PEARSON - CALGARY INTL

REFERENCE / SALE DESCRIPTION	BASE FARE	GST/ HST	OTHER TAXES	TOTAL
AIR CANADA 2189030944	416.00	58.52	34.12	508.64
BSP CANADA, IATA 0065756669	39.90	2.00	0.00	41.90
Total Fares:				455.90
Total Taxes:				34.12
Total GST/HST:				60.52
<b>Invoice Total:</b>				<b>550.54</b>
<b>Payment(s):</b>				
26 Oct 16 Credit Card				508.64
26 Oct 16 Credit Card				41.90
<b>Total Payments:</b>				<b>550.54</b>
<b>Balance Due (CAD):</b>				<b>0.00</b>

+++ TRIP CANCELLED / CREDIT OF 508.64 CREATED FOR FUTURE USE ( EXP 26OCT17) +++  
SERVICE FEE USED TOWARDS TRAVEL ON INVOICE 482501 +++

NAME: RAYNOLDS/MARLO MR TKT: 014 21 69030944 3  
FF: REF: RDN7PA  
CP CR FLT CL DATE BRD OFF TIME ST FARE BASIS BGA CPST  
1. X AC 465 W 01NOV16 YOW YYZ 1900 OK W5WLTPC 1PC AVBL  
2. AC 145 W 01NOV16 YYZ YYC 2055 OK W5WLTPC 1PC AVBL  
NVB:1/01NOV16 2/01NOV16 3/ 4/  
NVA:1/01NOV16 2/01NOV16 3/ 4/  
FR: CAD 416.00 TX: CA 7.12 TX: RC 58.52  
TX: SQ 27.00  
EQ:  
TL: CAD 508.64  
FARE CALCULATION  
01NOV16YOW AC X/YTO AC YYC Q23.00R393.00CAD416.00 END ROE1.00  
FOP: AGT6750298/001/MITC#00 APC: 123905  
FOP:  
END: AC ONLY/NON-REF/CHGE FEE  
-BG:AC  
62990476/26OCT16/YWGAWAC / WW  
WINNIPEG /CANADA



130 ALBERT ST SUITE 2000, OTTAWA, ON K1P 5G4  
P: 613-755-8000 F: 613-755-8006  
HST no. R897192522 TICO no. 4800003



Page 1 of 2

**MCCORD TRAVEL MANAGEMENT****Invoice**

HON. CATHERINE MCKENNA  
MIN. OF ENVIRONMENT & CLIMATE CHANGE  
200 SACR-COEUR 21ME ETAGE MINISTER  
SUITE  
GATINEAU, QC K1A 0H3  
CANADA

Invoice No: 481739  
Invoice Date: 26 Oct 2016  
Client No:  
Agent:  
PNR:

**Passenger(s)** RAYNOLDS/MARLO MR

**TERMS AND CONDITIONS**

Out of province medical insurance as well as trip cancellation insurance has been offered to the passengers and declined unless otherwise stated above. The contract permits price increases. No price increases are permitted after the customer has paid in full. If the price increase is more than 7%, except increases resulting from an increase in retail sales tax or GST cumulative increase, the customer has the right to cancel the contract and obtain a full refund.

Passengers are responsible to obtain the necessary documentation(s) such as: (i) Valid passport, (ii) required entry visa, and (iii) medical immunization, vaccination, etc. Please note that entry to another country may be refused even if the required information and travel documents are complete.

Living standards and practices at the destination and standards and conditions there with respect to the provision of utilities, services and accommodation may differ from those found in Canada.

If your travel agent booked via a tour operator, further terms and conditions may be found in the tour operator's brochure.



130 ALBERT ST SUITE 2000, OTTAWA, ON K1P 5G4  
P: 613-755-8000 F: 613-755-8008  
HST no. R897192522 TICO no. 4800003





**DELTA**

**CALGARY AIRPORT**

**2001 Airport Road NE, Calgary, Alberta T2E 6Z8  
Tel: 403-291-2600 Fax: 403-250-8722**

Marlo Raynolds  
Canada

Room: 643  
Folio:  
Cashier: 35  
Arrival: 11-01-16  
Departure: 11-02-16

Date	Description	Additional Information	Charges	Credits
11-01-16	Room Charge		189.00	
11-01-16	Rooms Destination Marketing Fee		5.67	
11-01-16	Rooms Tourism Levy		7.79	
11-01-16	Rooms GST		9.73	
11-01-16	Visa			212.19

<b>GST Summary</b>	
Registration No:807209770 RT0001	
Room	9.73
F&B	0.00
Other	5.67
<b>Total</b>	<b>15.40</b>

<b>Total</b>	<b>212.19</b>	<b>212.19</b>
<b>Balance Due</b>	<b>0.00</b>	<b>CDN</b>

Guest Signature: \_\_\_\_\_

I agree that my liability for this bill is not waived and I agree to be held personally liable in the event that the indicated person, company, or association fails to pay for any part of or the full amount of these charges.

Thank you for choosing  
Delta Hotels by Marriott.™

[DeltaHotels.com](http://DeltaHotels.com)

 [DeltaHotels](#)  
 [DeltaHotels](#)  
 [DeltaHotelsLTD](#)

D

**MCCORD TRAVEL MANAGEMENT****Invoice**

HON. CATHERINE MCKENNA  
MIN. OF ENVIRONMENT & CLIMATE CHANGE  
200 SACR-COEUR 21ME ETAGE MINISTER  
SUITE 2100  
GATINEAU, QC K1A 0H3  
CANADA

Invoice No: 481738  
Invoice Date: 26 Oct 2016  
Client No:  
Agent:  
PNR:

**Passenger(s)** RAYNOLDS/MARLO MR

**TERMS AND CONDITIONS**

Out of province medical insurance as well as trip cancellation insurance has been offered to the passengers and declined unless otherwise stated above. The contract permits price increases. No price increases are permitted after the customer has paid in full. If the price increase is more than 7%, except increases resulting from an increase in retail sales tax or GST cumulative increase, the customer has the right to cancel the contract and obtain a full refund.

Passengers are responsible to obtain the necessary documentation(s) such as: (i) Valid passport, (ii) required entry visa, and (iii) medical immunization, vaccination, etc. Please note that entry to another country may be refused even if the required information and travel documents are complete.

Living standards and practices at the destination and standards and conditions there with respect to the provision of utilities, services and accommodation may differ from those found in Canada.

If your travel agent booked via a tour operator, further terms and conditions may be found in the tour operator's brochure.



130 ALBERT ST SUITE 2000, OTTAWA, ON K1P 5G4  
P: 613-755-6000 F: 613-755-6006  
HST no. R897192522 TICO no. 4800003



Page 2 of 2

Traveler Name:	Marlo			
Location:	Calgary			
Dates of travel:	1-2 November			
Meals and incidentals:	B	L	D	Incidentals
Monday				
Tuesday				
Wednesday	✓			
Thursday				
Friday				
Saturday				
Sunday				
Hotel receipt(s)	✓			
Taxi receipts				
Miscellaneous receipts				
Traveler signature				

Please do not include meals that were provided during this trip: - -



## Relevé - Rapport sur les dépenses

Nom du rapport de dépenses: To accompany the Minister in Calgary - November 2016

Nom du voyageur: Marlo Raynolds

NIV:

Préparé par: Amanda Herault

Module Politique: M3D : Domestique - avec nuitée

Motif du voyage: Engagement principal des parties -  
Réunions

Autre objet du voyage:

Nom de la demande de voyage: Calgary - November 2016

Date de début du déplacement: 01/11/2016

Date de fin du déplacement: 02/11/2016

État d'autorisation du rapport de dépenses: Autorisation requise

Emplacement principal:

Emplacement  
secondaire:

NAV en ligne: AMC432446

Fiscal Year: 2016-2017

Travel Outside Default Division: N

Code fournisseur:

Événement:

Commentaires:

### Rapport récapitulatif des dépenses

#### Résumé du rapport de dépenses

Total des dépenses attribuées :	1,569.74
(Moins) Total des dépenses non remboursables :	1,340.55
Total des dépenses remboursables :	229.19
Montant total dû voyageur :	229.19
Dépenses non remboursables	

Type de dépenses	Date	Montant en devise étrangère	Montant de la taxe	Montant
5) Commercial Air	01/11/2016	51496 - 282202 - 0070 - PBJ2 - 2001 - -		1,340.55
Manual Prepaid				<hr/> 1,340.55
WestJet				
Total des dépenses non remboursables (CAD)				1,340.55

### Dépenses remboursables

Type de dépenses	Date	Montant en devise étrangère	Montant de la taxe	Montant
16) Commercial Accommodation	02/11/2016	51496 - 282202 - 0070 - PBJ2 - 2001 - - 10600 - 0070 - 0000 - - 8050 - -	CA*T ... 8.16	204.03 <hr/> 212.19
Delta Hotels And Resorts				
2) Allowance: Meals, Incidentals & Private Accommodation	02/11/2016	51496 - 282202 - 0070 - PBJ2 - 2001 - - 10600 - 0070 - 0000 - - 8050 - -	CA#T ... 0.81	16.19 <hr/> 17.00
Total des dépenses remboursables (CAD)				229.19

### Récapitulatif codes de taxes

TPS	Montant total
10600 - 0070 - 0000 - - 8050 - -	8.97

### Résumé des codes financiers

Codes financiers	Total HT Taxe	Total TTC Taxe
51496 - 282202 - 0070 - PBJ2 - 2001 - -	1,560.77	1,569.74

## Historique d'autorisation

Date et heure	Approbateur	État d'autorisation	Commentaire
---------------	-------------	---------------------	-------------

## Signatures

Je certifie que les montants faisant l'objet de cette réclamation constituent des dépenses entraînées par des voyages pour affaires officielles.

**Nom du voyageur** *Marlo Raynolds*

**Date de soumission** *08/11/2016*

Signature

Soumis au nom du voyageur.

**Nom du délégué** *Amanda Herault*

**Date de soumission** *08/11/2016*

Signature

**Nom de l'émetteur de la recommandation** *Myriam Montreuil*

**Date recommandée** \_\_\_\_\_

Signature

Certifié conforme à l'article 34 de la Loi sur la gestion des finances publiques.

**Nom de l'approbateur** *Catherine McKenna*

**Date d'autorisation** \_\_\_\_\_

Signature

**Nom de la personne  
responsable du  
traitement** \_\_\_\_\_

**Date de traitement** \_\_\_\_\_

Signature

Expense Report Statement

Expense Report Name: To accompany the Minister in Halifax, NS - 21 November 2016

Traveller Name: Marlo Raynolds

TIN:

Prepared By: Amanda Herault

Policy Module: M2 - Outside Headquarters - No Overnight

Trip Purpose: Core Mandate - Other

Other Trip Purpose: Announcement

Travel Request Name: Halifax - 21 November 2016

Travel Start Date: 21/11/2016

Travel End Date: 21/11/2016

ER Approval Status: Approval Required

Primary Location:

Secondary Location:

Online TAN: AMC419630

Fiscal Year: 2016-2017

Travel Outside Default N

Division:

Vendor Code:

Event:

Comments:

Expense Report Summary

Expense Summary

Total allocated expenses :	1,544.99
(Minus) Total non-reimbursable expenses :	1,487.74
Total reimbursable expenses :	57.25
Total due traveller :	57.25

Non-Reimbursable Expenses

Expense Type	Date	Foreign Amount	Tax Amount	Amount
--------------	------	----------------	------------	--------

Expense Type	Date		Foreign Amount	Tax Amount	Amount
5) Commercial Air	20/11/2016	51496 - 282202 - 0070 - PBJ2 - 2001 - -			1,487.74
Manual Prepaid					<u>1,487.74</u>
Air Canada					
Total non-reimbursable expenses (CAD)					1,487.74

### Reimbursable Expenses

Expense Type	Date		Foreign Amount	Tax Amount	Amount
11) Taxi	21/11/2016	51496 - 282202 - 0070 - PBJ2 - 2001 - - 10600 - 0070 - 0000 - - 8050 - -		ON*HST 4.29	35.71
					<u>40.00</u>
From office to airport					
2) Allowance: Meals, Incidentals & Private Accommodation	21/11/2016	51496 - 282202 - 0070 - PBJ2 - 2001 - - 10600 - 0070 - 0000 - - 8050 - -		NS#H ... 2.25	15.00
					<u>17.25</u>
Total reimbursable expenses (CAD)					57.25

### Tax Coding Summary

	Total Amount
HST	
10600 - 0070 - 0000 - - 8050 - -	6.54

### Financial Coding Summary

Financial Coding	Total Excl. Tax	Total Incl. Tax
51496 - 282202 - 0070 - PBJ2 - 2001 - -	1,538.45	1,544.99

### Approval History

Date And Time	Approver	Approval Status	Comment
28/11/2016 13:33:14	Myriam Montreuil	Approved	

### Signatures

I certify that the amounts included in this Expense Report were incurred on authorized government business travel.

**Traveller Name** *Marlo Raynolds*

**Submit Date** *28/11/2016*

Signature

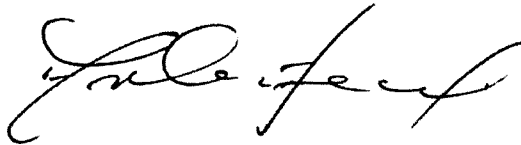


Submitted on behalf of the Traveller.

**Delegate Name** *Amanda Hérault*

**Submit Date** *28/11/2016*

Signature



**Recommender Name** *Myriam Montreuil*

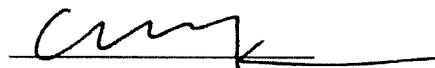
**Recommended Date** *28/11/2016*

Signature

Certified pursuant to section 34 of the Financial Administration Act.

**Approver Name** *Catherine McKenna*

**Approval Date**



**DEC - 2 2016**

Signature



**Processor Name** \_\_\_\_\_

**Processed Date** \_\_\_\_\_

Signature



## Travel Request

Travel Request Name: Halifax - 21 November 2016

**Traveller Name:** *Marlo Raynolds*

**TIN:**

**Prepared By:** *Amanda Herault*

**Policy Module:** *M2 - Outside Headquarters - No  
Overnight*

**Trip Purpose:** *Core Mandate - Other*

**Other Trip Purpose:** *Announcement*

**Alternative To Travel:** *Personal attendance required*

**Travel Start Date:** *21/11/2016*

**Travel End Date:** *21/11/2016*

**Approval Status:** *Approved*

**Primary Location:**

**Secondary Location:**

**Online TAN:** *AMC419630*

**Fiscal Year:** *2016-2017*

**Travel Outside Default** *N*

**Division:**

**Blanket Travel Authority** *No*

**Applied:**

**Vendor Code:**

**Custom Field 1:**

**Custom Field 2:**

**Custom Field 3:**

**Custom Field 4:**

**Custom Field 5:**

**Event:**

**Comments:**

*Halifax - 21 November 2016*

### Travel Request Summary

#### Expense Summary

<b>Total non-reimbursable expenses:</b>	0.00
<b>Total reimbursable expenses:</b>	67.25
	<b>67.25</b>

#### Advance Summary

<b>Travel advance:</b>	0.00
------------------------	------

#### Reimbursable Expenses

<b>Expense Type</b>		<b>Amount</b>
11) Taxi	51496 - 282202 - 0070 - PBJ2 - 2001 - -	50.00
2) Allowance: Meals, Incidentals & Private Accommodation	51496 - 282202 - 0070 - PBJ2 - 2001 - -	17.25
	<b>Total reimbursable expenses</b>	<b>67.25</b>

#### Financial Coding Summary

<b>Financial Coding</b>	<b>Total Excl. Tax</b>	<b>Total Incl. Tax</b>
51496 - 282202 - 0070 - PBJ2 - 2001 - -	67.25	67.25

#### Approval History

<b>Date And Time</b>	<b>Approver</b>	<b>Approval Status</b>	<b>Comment</b>
28/11/2016 10:37:39	Catherine McKenna	Approved	

#### Itinerary Details

**PNR:**

**Trip Status:** *Quoted*

**Traveller Type:** *Minister's Exempt Staff*

**Primary Trip Purpose:** *Core Mandate - Other*

Total Itinerary Cost (CAD) 0.00

## Signatures

I have access to the Treasury Board Travel Policy (internal policy for separate employers) and accept the terms and conditions of travel that are in accordance with current policy.

**Traveller Name** *Marlo Reynolds*

**Submit Date** *28/11/2016*

Signature

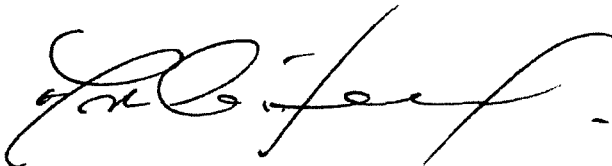


Submitted on behalf of the Traveller.

**Delegate Name** *Amanda Herault*

**Submit Date** *28/11/2016*

Signature



Certified pursuant to section 32 of the Financial Administration Act.

**Approver Name** *Catherine McKenna*

**Approval Date** *28/11/2016*

Signature



s.16(2)

# McCORD TRAVEL MANAGEMENT

s.19(1)

## Invoice

HON. CATHERINE MCKENNA  
MIN. OF ENVIRONMENT & CLIMATE CHANGE  
200 SACR-COEUR 21ME ETAGE MINISTER  
SUITE  
GATINEAU, QC K1A 0H3  
CANADA

Invoice No: 484902  
Invoice Date: 20 Nov 2016  
Client No:  
Agent:  
PNR:

Passenger(s) RAYNOLDS/MARLC MR

### FLIGHT INFORMATION

A/L	FLIGHT	DEPART DATE/TIME	ARRIVAL DATE/TIME	ITINERARY
AC	08632	21Nov16 10:30 am	21Nov16 01:25 pm	OTTAWA INTL - HALIFAX INTL

REFERENCE / SALE DESCRIPTION	BASE FARE	GST/ HST	OTHER TAXES	TOTAL
Ticket # 9566374432 for RAYNOLDS/MARLO MR	585.00	79.97	30.12	695.09
BSP CANADA, IATA 0065799530	39.50	1.98	0.00	41.48
Total Fares:				624.50
Total Taxes:				30.12
Total GST/HST:				81.95
<b>Invoice Total:</b>				<b>736.57</b>
<b>Payment(s):</b>				
20 Nov 16 Credit Card				695.09
20 Nov 16 Credit Card				41.48
<b>Total Payments:</b>				<b>736.57</b>
<b>Balance Due (CAD):</b>				<b>0.00</b>

+++ AIR TICKET PLUS SERVICE FEE ( ECONOMY CLASS FARE) +++

TKT: 014 9566 374432 NAME: RAYNOLDS/MARLO/ MR  
CC: FF:  
ISSUED: 20NOV16 FOP: 140949  
PSEUDO: 2GU4 PLATING CARRIER: AC ISO: CA IATA: 67502982  
USE CR FLT CLS DATE BRDOFF TIME ST F/B FARE CPN  
USED AC 8632 Y 21NOV YOWYHZ 1030A OK Y0LTB 1

FARE: CAD 585.00 TAX: 7.12 CA TAX: 79.97 RC  
TAX: 23.00 SQ TOTAL: CAD 695.09  
AC ONLY

21NOV YOW AC YHZ Q15.00Q3.00 567.00CAD585.00END  
RLOC 1V  
)>



130 ALBERT ST SUITE 2000, OTTAWA, ON K1P 5G4  
P: 613-755-8000 F: 613-755-8006  
HST no. R897182522 TICO no. 4800003



Page 1 of 2

**McCORD TRAVEL MANAGEMENT****Invoice**

HON. CATHERINE MCKENNA  
MIN. OF ENVIRONMENT & CLIMATE CHANGE  
200 SACR-COEUR 21ME ETAGE MINISTER  
SUITE  
GATINEAU, QC K1A 0H3  
CANADA

Invoice No: 484902  
Invoice Date: 20 Nov 2016  
Client No:  
Agent:  
PNR:

**Passenger(s)** RAYNOLDS/MARLO MR

---

**TERMS AND CONDITIONS**

Out of province medical insurance as well as trip cancellation insurance has been offered to the passengers and declined unless otherwise stated above. The contract permits price increases. No price increases are permitted after the customer has paid in full. If the price increase is more than 7%, except increases resulting from an increase in retail sales tax or GST cumulative increase, the customer has the right to cancel the contract and obtain a full refund.

Passengers are responsible to obtain the necessary documentation(s) such as: (i) Valid passport, (ii) required entry visa, and (iii) medical immunization, vaccination, etc. Please note that entry to another country may be refused even if the required information and travel documents are complete.

Living standards and practices at the destination and standards and conditions there with respect to the provision of utilities, services and accommodation may differ from those found in Canada.

If your travel agent booked via a tour operator, further terms and conditions may be found in the tour operator's brochure.



130 ALBERT ST SUITE 2000, OTTAWA, ON K1P 5G4  
P: 613-755-6000 F: 613-755-6006  
HST no. R897192522 TICO no. 4800003



**McCORD TRAVEL MANAGEMENT****Invoice**

HON. CATHERINE MCKENNA  
MIN. OF ENVIRONMENT & CLIMATE CHANGE  
200 SACR-COEUR 21ME ETAGE MINISTER  
SUITE  
GATINEAU, QC K1A 0H3  
CANADA

Invoice No: 484973  
Invoice Date: 21 Nov 2016  
Client No:  
Agent:  
PNR:

**Passenger(s)** RAYNOLDS/MARLO, MR

**FLIGHT INFORMATION**

A/L	FLIGHT	DEPART DATE/TIME	ARRIVAL DATE/TIME	ITINERARY
AC	08637	21Nov16 05:10 pm	21Nov16 06:15 pm	HALIFAX INTL - OTTAWA INTL

REFERENCE / SALE DESCRIPTION	BASE FARE	GST/ HST	OTHER TAXES	TOTAL
AIR CANADA 2170043421	585.00	92.57	32.12	709.69
BSP CANADA, IATA 0065799567	39.50	1.98	0.00	41.48
Total Fares:				624.50
Total Taxes:				32.12
Total GST/HST:				94.55
<b>Invoice Total:</b>				<b>751.17</b>
<b>Payment(s):</b>				
21 Nov 16 Credit Card				709.69
21 Nov 16 Credit Card				41.48
<b>Total Payments:</b>				<b>751.17</b>
<b>Balance Due (CAD):</b>				<b>0.00</b>

+++ AIR TICKET PLUS SERVICE FEE ( LATITUDE ECONOMY CLASS FARE) +++

**TERMS AND CONDITIONS**

Out of province medical insurance as well as trip cancellation insurance has been offered to the passengers and declined unless otherwise stated above. The contract permits price increases. No price increases are permitted after the customer has paid in full. If the price increase is more than 7%, except increases resulting from an increase in retail sales tax or GST cumulative increase, the customer has the right to cancel the contract and obtain a full refund.

Passengers are responsible to obtain the necessary documentation(s) such as: (i) Valid passport, (ii) required entry visa, and (iii) medical immunization, vaccination, etc. Please note that entry to another country may be refused even if the required information and travel documents are complete.

Living standards and practices at the destination and standards and conditions there with respect to the provision of utilities, services and accommodation may differ from those found in Canada.

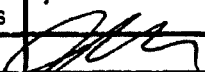
If your travel agent booked via a tour operator, further terms and conditions may be found in the tour operator's brochure.




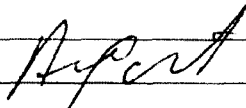




130 ALBERT ST SUITE 2000, OTTAWA, ON K1P 5G4  
P: 613-755-8000 F: 613-755-8006  
HST no. R897192522 TICO no. 4800003



Page 1 of 1

Traveler Name:	Munro			
Location:	Halifax			
Dates of travels:	Nov. 21			
Meals and Incidentals:	B	L	D	Inc.
Monday		X		
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				
Sunday				
Hotel receipt(s)				
Taxi receipts	yes.			
Miscellaneous receipts				
Traveler Signature				

Please do not include meals that were  
provided during this trip

	Job # <span style="border: 1px solid black; display: inline-block; width: 100px; height: 15px;"></span>
<b>RECEIPT FOR CAB FARE</b>	
Amount <u>\$4.00</u>	Date <u>NOV 21-16</u>
From _____	Driver <u></u>
To _____	
Cab No _____	
HST Included in meter fare	
   	

## Transaction

### Out of Pocket Expenses: Details

View Linked Transactions  
Out of Pocket Expenses: Copy

Out of Pocket Expense: 21/11/2016

Amount: \$0.00 CAD

Meals and Incidentals

Expenses	Coding	Approval	Summary
----------	--------	----------	---------

#### 2) Allowance: Meals, Incidentals & Private Accommodation

This expense type relates to the cost of meals, incidentals and nights with private accommodation for up to 30 days in a single location. Use this to estimate costs on travel requests, or to record the actual out of pocket expense amount on expense reports. One form covers allowances for up to 10 unique destinations in a single trip. If your trip covers more than 10 unique destinations, add another instance of this expense type after you have saved this entry. Use the 2a) Allowance: Meals, Incidentals & Private Accommodation (Extended) expense type to record costs from the 31st day of travel onwards in a single location.

☒ I am travelling within Module 1 or 2 and I am requesting an accommodation and/or incidental allowance.

Reason for request

Had to pay for lunch while in

Enter the date range of travel.

Start Date

End Date

21/11/2016



21/11/2016



Select the meals/incidentals/accommodation allowances you want to claim and click Calculate Allowances.

Date	Country / Location	Breakfast	Lunch	Dinner	Incidentals	Private Accommodation
21/11/2016	Canada - Nova Scotia	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Calculate Allowances

#### Summary

Country	Location	Meals	Incidentals	Private Accommodation
Canada	Nova Scotia	17.25	0.00	0.00

Save

Cancel



## Relevé - Rapport sur les dépenses

Nom du rapport de dépenses: To accompany the Minister in Halifax, NS - 21 November 2016

Nom du voyageur: *Marlo Raynolds*

NIV:

Préparé par: *Amanda Herault*

Module Politique: *M2 : Hors de la zone d'affectation - sans nuitée*

Motif du voyage: *Mandat principal - Autre*

Autre objet du voyage: *Announcement*

Nom de la demande de voyage: *Halifax - 21 November 2016*

Date de début du déplacement: *21/11/2016*

Date de fin du déplacement: *21/11/2016*

État d'autorisation du rapport de dépenses: *Autorisation requise*

Emplacement principal:

Emplacement secondaire:

NAV en ligne: *AMC419630*

Fiscal Year: *2016-2017*

Travel Outside Default Division: *N*

Code fournisseur:

Événement:

Commentaires:

### Rapport récapitulatif des dépenses

#### Résumé du rapport de dépenses

Total des dépenses attribuées :	1,544.99
(Moins) Total des dépenses non remboursables :	1,487.74
Total des dépenses remboursables :	57.25
Montant total dû voyageur :	57.25
Dépenses non remboursables	

Type de dépenses	Date	Montant en devise étrangère	Montant de la taxe	Montant
5) Commercial Air	20/11/2016	51496 - 282202 - 0070 - PBJ2 - 2001 - -		1,487.74
Manual Prepaid				<u>1,487.74</u>
Air Canada				
Total des dépenses non remboursables (CAD)				1,487.74

### Dépenses remboursables

Type de dépenses	Date	Montant en devise étrangère	Montant de la taxe	Montant
11) Taxi	21/11/2016	51496 - 282202 - 0070 - PBJ2 - 2001 - - 10600 - 0070 - 0000 - - 8050 - -	ON*TVH 4.29	35.71 <u>40.00</u>
From office to airport				
2) Allowance: Meals, Incidentals & Private Accommodation	21/11/2016	51496 - 282202 - 0070 - PBJ2 - 2001 - - 10600 - 0070 - 0000 - - 8050 - -	NS#T ... 2.25	15.00 <u>17.25</u>
Total des dépenses remboursables (CAD)				57.25

### Récapitulatif codes de taxes

TVH	Montant total
10600 - 0070 - 0000 - - 8050 - -	6.54

### Résumé des codes financiers

Codes financiers	Total HT Taxe	Total TTC Taxe
51496 - 282202 - 0070 - PBJ2 - 2001 - -	1,538.45	1,544.99

### Historique d'autorisation

Date et heure	Approbateur	État d'autorisation	Commentaire
---------------	-------------	---------------------	-------------

## Signatures

Je certifie que les montants faisant l'objet de cette réclamation constituent des dépenses entraînées par des voyages pour affaires officielles.

**Nom du voyageur** *Marlo Raynolds*

**Date de soumission** *28/11/2016*

Signature

Soumis au nom du voyageur.

**Nom du délégué** *Amanda Herault*

**Date de soumission** *28/11/2016*

Signature

**Nom de l'émetteur de la  
recommandation** *Myriam Montreuil*

**Date recommandée** \_\_\_\_\_

Signature

Certifié conforme à l'article 34 de la Loi sur la gestion des finances publiques.

**Nom de l'approbateur** *Catherine McKenna*

**Date d'autorisation** \_\_\_\_\_

Signature

**Nom de la personne  
responsable du  
traitement** \_\_\_\_\_

**Date de traitement** \_\_\_\_\_

Signature

## Expense Report Statement

**Expense Report Name:** To accompany the Minister at the Toronto Board of Trade Speech in Toronto, Ontario - 25 November 2016

**Traveller Name:** Marlo Reynolds

**TIN:**

**Prepared By:** Amanda Hauralt

**Policy Module:** M2 - Outside Headquarters - No Overnight

**Trip Purpose:** Key Stakeholder Engagement - Meetings

**Other Trip Purpose:**

**Travel Request Name:** Toronto - 25 November 2016

**Travel Start Date:** 25/11/2016

**Travel End Date:** 25/11/2016

**ER Approval Status:** Approval Required

**Primary Location:**

**Secondary Location:**

**Online TAN:** AMC455500

**Fiscal Year:** 2016-2017

**Travel Outside Default** N

**Division:**

**Vendor Code:**

**Event:**

**Comments:**

### Expense Report Summary

#### Expense Summary

<b>Total allocated expenses :</b>	<b>772.66</b>
(Minus) Total non-reimbursable expenses :	757.66
<b>Total reimbursable expenses :</b>	<b>15.00</b>
<b>Total due traveller :</b>	<b>15.00</b>

#### Non-Reimbursable Expenses

Expense Type	Date	Foreign Amount	Tax Amount	Amount
--------------	------	----------------	------------	--------

Expense Type	Date	Foreign Amount	Tax Amount	Amount
5) Commercial Air	23/11/2016	51496 - 282202 - 0070 - PBJ2 - 2001 - -		757.66
Manual Prepaid				<u>757.66</u>
Porter Airlines				
Total non-reimbursable expenses (CAD)				757.66

### Reimbursable Expenses

Expense Type	Date	Foreign Amount	Tax Amount	Amount
11) Taxi	25/11/2016	51496 - 282202 - 0070 - PBJ2 - 2001 - - 10600 - 0070 - 0000 - - 8050 - -	ON*HST 1.61	13.39
				<u>15.00</u>
From airport to meeting location				
Total reimbursable expenses (CAD)				15.00

### Tax Coding Summary

HST	Total Amount
10600 - 0070 - 0000 - - 8050 - -	1.61

### Financial Coding Summary

Financial Coding	Total Excl. Tax	Total Incl. Tax
51496 - 282202 - 0070 - PBJ2 - 2001 - -	771.05	772.66

### Approval History

Date And Time	Approver	Approval Status	Comment
29/11/2016 10:01:49	Myriam Montreuil	Approved	

### Signatures

I certify that the amounts included in this Expense Report were incurred on authorized government business travel.

**Traveller Name** *Marlo Raynolds*

**Submit Date** *29/11/2016*

Signature



Submitted on behalf of the Traveller.

**Delegate Name** *Amanda Hauralt*

**Submit Date** *29/11/2016*

Signature



**Recommender Name** *Myriam Montreuil*

**Recommended Date** *29/11/2016*

Signature

Certified pursuant to section 34 of the Financial Administration Act.

**Approver Name** *Catherine McKenna*

**DEC - 2 2016**

**Approval Date**

Signature



**Processor Name** \_\_\_\_\_

**Processed Date** \_\_\_\_\_

Signature



# Travel Request

Travel Request Name: Toronto - 25 November 2016

**Traveller Name:** *Mario Raynolds*

**TIN:**

**Prepared By:** *Amanda Herault*

**Policy Module:** *M2 - Outside Headquarters - No Overnight*

**Trip Purpose:** *Key Stakeholder Engagement - Meetings*

**Other Trip Purpose:**

**Alternative To Travel:** *Personal attendance required*

**Travel Start Date:** *25/11/2016*

**Travel End Date:** *25/11/2016*

**Approval Status:** *Approved*

**Primary Location:**

**Secondary Location:**

**Online TAN:** *AMC455500*

**Fiscal Year:** *2016-2017*

**Travel Outside Default Division:** *N*

**Blanket Travel Authority Applied:** *No*

**Vendor Code:**

**Custom Field 1:**

**Custom Field 2:**

**Custom Field 3:**

**Custom Field 4:**

**Custom Field 5:**

**Event:**

**Comments:**

*Toronto - 25 November 2016*

## Travel Request Summary



## Itinerary Details

**PNR:**

**Trip Status:** *Quoted*

**Traveller Type:** *Minister's Exempt Staff*

**Primary Trip Purpose:** *Key Stakeholder Engagement -  
Meetings*

**Total Itinerary Cost (CAD) 0.00**

## Signatures

I have access to the Treasury Board Travel Policy (internal policy for separate employers) and accept the terms and conditions of travel that are in accordance with current policy.

**Traveller Name** *Marlo Raynolds*

**Submit Date** *29/11/2016*

Signature



Submitted on behalf of the Traveller.

**Delegate Name** *Amanda Herault*

**Submit Date** *29/11/2016*

Signature



Certified pursuant to section 32 of the Financial Administration Act.

**Approver Name**            *Catherine McKenna*

**Approval Date**            *29/11/2016*

**Signature**            

# McCORD TRAVEL MANAGEMENT

## Invoice

HON. CATHERINE MCKENNA  
MIN. OF ENVIRONMENT & CLIMATE CHANGE  
200 SACR-COEUR 21ME ETAGE MINISTER  
SUITE  
GATINEAU, QC K1A 0H3  
CANADA

Invoice No: 485298  
Invoice Date: 23 Nov 2016  
Client No:  
Agent:  
PNR:

Passenger(s) RAYNOLDS/MARLO MR

### FLIGHT INFORMATION

A/L	FLIGHT	DEPART DATE/TIME	ARRIVAL DATE/TIME	ITINERARY
PD	00214	25Nov16 09:30 am	25Nov16 10:30 am	OTTAWA INTL - TORONTO BILLY BISHOP ARPT
PD	00241	25Nov16 05:00 pm	25Nov16 05:56 pm	TORONTO BILLY BISHOP ARPT - OTTAWA INTL

REFERENCE / SALE DESCRIPTION	BASE FARE	GST/ HST	OTHER TAXES	TOTAL
PORTER AIRLINES	511.00	77.52	85.24	673.76
BSP CANADA, IATA 0065810606	79.90	4.00	0.00	83.90
Total Fares:				590.90
Total Taxes:				85.24
Total GST/HST:				81.52
<b>Invoice Total:</b>				<b>757.66</b>
<b>Payment(s):</b>				
23 Nov 16 Credit Card				673.76
23 Nov 16 Credit Card				83.90
<b>Total Payments:</b>				<b>757.66</b>
<b>Balance Due (CAD):</b>				<b>0.00</b>

+++ AIR TICKET PLUS SERVICE FEE ( ECONOMY CLASS FARE) +++

\*\*\*\*\* TICKET FULLY USED \*\*\*\*\*

### TERMS AND CONDITIONS

Out of province medical insurance as well as trip cancellation insurance has been offered to the passengers and declined unless otherwise stated above. The contract permits price increases. No price increases are permitted after the customer has paid in full. If the price increase is more than 7%, except increases resulting from an increase in retail sales tax or GST cumulative increase, the customer has the right to cancel the contract and obtain a full refund.

Passengers are responsible to obtain the necessary documentation(s) such as: (i) Valid passport, (ii) required entry visa, and (iii) medical immunization, vaccination. etc. Please note that entry to another country may be refused even if the required information and travel documents are complete.

Living standards and practices at the destination and standards and conditions there with respect to the provision of utilities, services and accommodation may differ from those found in Canada.

If your travel agent booked via a tour operator, further terms and conditions may be found in the tour operator's brochure.



130 ALBERT ST SUITE 2000, OTTAWA, ON K1P 5G4  
P: 613-755-6000 F: 613-755-6006  
HST no. R897192522 TICO no. 4800003



Page 1 of 1

**RECEIPT**

Cab No. H.S.T.  
From *13141 Baskin August*  
To *181 Baskin St*  
Date *Nov-25-16* Amount *\$15.00*  
Signatur

## Relevé - Rapport sur les dépenses

Nom du rapport de dépenses: To accompany the Minister at the Toronto Board of Trade Speech in Toronto, Ontario - 25 November 2016

Nom du voyageur: *Marlo Raynolds*

NIV:

Préparé par: *Amanda Herault*

Module Politique: *M2 : Hors de la zone d'affectation - sans nuitée*

Motif du voyage: *Engagement principal des parties - Réunions*

Autre objet du voyage:

Nom de la demande de voyage: *Toronto - 25 November 2016*

Date de début du déplacement: *25/11/2016*

Date de fin du déplacement: *25/11/2016*

État d'autorisation du rapport de dépenses: *Autorisation requise*

Emplacement principal:

Emplacement secondaire:

NAV en ligne: *AMC455500*

Fiscal Year: *2016-2017*

Travel Outside Default *N*

Division:

Code fournisseur:

Événement:

Commentaires:

### Rapport récapitulatif des dépenses

#### Résumé du rapport de dépenses

Total des dépenses attribuées :	772.66
(Moins) Total des dépenses non remboursables :	757.66
Total des dépenses remboursables :	15.00
Montant total dû voyageur :	15.00
Dépenses non remboursables	

Type de dépenses	Date	Montant en devise étrangère	Montant de la taxe	Montant
5) Commercial Air	23/11/2016	51496 - 282202 - 0070 - PBJ2 - 2001 - -		757.66
Manual Prepaid				<u>757.66</u>
Porter Airlines				
Total des dépenses non remboursables (CAD)				757.66

### Dépenses remboursables

Type de dépenses	Date	Montant en devise étrangère	Montant de la taxe	Montant
11) Taxi	25/11/2016	51496 - 282202 - 0070 - PBJ2 - 2001 - - 10600 - 0070 - 0000 - - 8050 - -	ON*TVH 1.61	13.39
				<u>15.00</u>
From airport to meeting location				
Total des dépenses remboursables (CAD)				15.00

### Récapitulatif codes de taxes

TVH	Montant total
10600 - 0070 - 0000 - - 8050 - -	1.61

### Résumé des codes financiers

Codes financiers	Total HT Taxe	Total TTC Taxe
51496 - 282202 - 0070 - PBJ2 - 2001 - -	771.05	772.66

### Historique d'autorisation

Date et heure	Approbateur	État d'autorisation	Commentaire
---------------	-------------	---------------------	-------------

### Signatures



Je certifie que les montants faisant l'objet de cette réclamation constituent des dépenses entraînées par des voyages pour affaires officielles.

**Nom du voyageur** *Marlo Reynolds*

**Date de soumission** *29/11/2016*

Signature

Soumis au nom du voyageur.

**Nom du délégué** *Amanda Herault*

**Date de soumission** *29/11/2016*

Signature

**Nom de l'émetteur de la recommandation** *Myriam Montreuil*

**Date recommandée** \_\_\_\_\_

Signature

Certifié conforme à l'article 34 de la Loi sur la gestion des finances publiques.

**Nom de l'approbateur** *Catherine McKenna*

**Date d'autorisation** \_\_\_\_\_

Signature

**Nom de la personne  
responsable du  
traitement** \_\_\_\_\_

**Date de traitement** \_\_\_\_\_

Signature

## Expense Report Statement

**Expense Report Name:** To accompany the Minister in Calgary - November 2016

**Traveller Name:** Caitlin Workman

**TIN:**

**Prepared By:** Amanda Hauralt

**Policy Module:** M3D - Domestic - Overnight Stay

**Trip Purpose:** Key Stakeholder Engagement -  
Meetings

**Other Trip Purpose:**

**Travel Request Name:** Calgary - November 2016

**Travel Start Date:** 01/11/2016

**Travel End Date:** 02/11/2016

**ER Approval Status:** Approval Required

**Primary Location:**

**Secondary Location:**

**Online TAN:** AMC402620

**Fiscal Year:** 2016-2017

**Travel Outside Default** N

**Division:**

**Vendor Code:**

**Event:**

**Comments:**

### Expense Report Summary

#### Expense Summary

<b>Total allocated expenses :</b>	<b>1,509.94</b>
(Minus) Total non-reimbursable expenses :	1,280.75
<b>Total reimbursable expenses :</b>	<b>229.19</b>
<b>Total due traveller :</b>	<b>229.19</b>

#### Non-Reimbursable Expenses

Expense Type	Date	Foreign Amount	Tax Amount	Amount
--------------	------	-------------------	------------	--------

Expense Type	Date	Foreign Amount	Tax Amount	Amount
5) Commercial Air	01/11/2016	51496 - 282202 - 0070 - PBJ2 - 2001 - -		1,280.75
Manual Prepaid				<u>1,280.75</u>
WestJet				
Total non-reimbursable expenses (CAD)				1,280.75

## Reimbursable Expenses

Expense Type	Date	Foreign Amount	Tax Amount	Amount
16) Commercial Accommodation	02/11/2016	51496 - 282202 - 0070 - PBJ2 - 2001 - - 10600 - 0070 - 0000 - - 8050 - -	CA*G ... 8.16	204.03
Delta Hotels And Resorts				<u>212.19</u>
2) Allowance: Meals, Incidentals & Private Accommodation	02/11/2016	51496 - 282202 - 0070 - PBJ2 - 2001 - - 10600 - 0070 - 0000 - - 8050 - -	CA#G ... 0.81	16.19
				<u>17.00</u>
Total reimbursable expenses (CAD)				229.19

## Tax Coding Summary

GST	Total Amount
10600 - 0070 - 0000 - - 8050 - -	8.97

## Financial Coding Summary

Financial Coding	Total Excl. Tax	Total Incl. Tax
51496 - 282202 - 0070 - PBJ2 - 2001 - -	1,500.97	1,509.94

## Approval History

Date And Time	Approver	Approval Status	Comment
14/11/2016 09:12:19	Myriam Montreuil	Approved	

## Signatures

I certify that the amounts included in this Expense Report were incurred on authorized government business travel.

**Traveller Name** *Caitlin Workman*

**Submit Date** *08/11/2016*

Signature



Submitted on behalf of the Traveller.

**Delegate Name** *Amanda Herault*

**Submit Date** *08/11/2016*

Signature



**Recommender Name** *Myriam Montreuil*

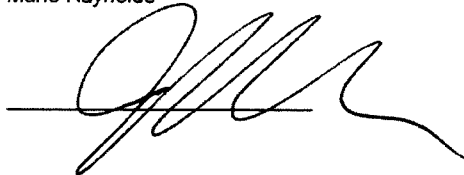
**Recommended Date** *14/11/2016*

Signature

Certified pursuant to section 34 of the Financial Administration Act.

**Approver Name** *Marlo Raynolds*

**Approval Date**



NOV 30 2016

Signature

**Processor Name** \_\_\_\_\_

**Processed Date** \_\_\_\_\_

Signature

# Travel Request

Travel Request Name: Calgary - November 2016

**Traveller Name:** *Caitlin Workman*  
**TIN:**  
**Prepared By:** *Amanda Herault*  
**Policy Module:** *M3D - Domestic - Overnight Stay*  
**Trip Purpose:** *Key Stakeholder Engagement - Meetings*  
**Other Trip Purpose:**  
**Alternative To Travel:** *Personal attendance required*  
**Travel Start Date:** *01/11/2016*  
**Travel End Date:** *02/11/2016*  
**Approval Status:** *Approved*  
**Primary Location:**  
**Secondary Location:**

**Online TAN:** *AMC402620*  
**Fiscal Year:** *2016-2017*  
**Travel Outside Default Division:** *N*  
**Blanket Travel Authority Applied:** *No*

**Vendor Code:**  
**Custom Field 1:**  
**Custom Field 2:**  
**Custom Field 3:**  
**Custom Field 4:**  
**Custom Field 5:**

**Event:**  
**Comments:**  
*Calgary - November 2016*

## Travel Request Summary

#### Expense Summary

<b>Total non-reimbursable expenses:</b>	0.00
<b>Total reimbursable expenses:</b>	364.40
	<b>364.40</b>

#### Advance Summary

<b>Travel advance:</b>	0.00
------------------------	------

#### Reimbursable Expenses

<b>Expense Type</b>		<b>Amount</b>
16) Commercial Accommodation	51496 - 282202 - 0070 - PBJ2 - 2001 - -	250.00
Delta Hotels And Resorts		
2) Allowance: Meals, Incidentals & Private Accommodation	51496 - 282202 - 0070 - PBJ2 - 2001 - -	114.40
<b>Total reimbursable expenses</b>		<b>364.40</b>

#### Financial Coding Summary

<b>Financial Coding</b>	<b>Total Excl. Tax</b>	<b>Total Incl. Tax</b>
51496 - 282202 - 0070 - PBJ2 - 2001 - -	364.40	364.40

#### Approval History

<b>Date And Time</b>	<b>Approver</b>	<b>Approval Status</b>	<b>Comment</b>
08/11/2016 08:50:24	Marlo Raynolds	Approved	

#### Itinerary Details

**PNR:**

**Trip Status:** *Quoted*



**Traveller Type:** *Minister's Exempt Staff*  
**Primary Trip Purpose:** *Key Stakeholder Engagement -  
Meetings*

**Total Itinerary Cost (CAD) 0.00**

## Signatures

I have access to the Treasury Board Travel Policy (internal policy for separate employers) and accept the terms and conditions of travel that are in accordance with current policy.

**Traveller Name** *Caitlin Workman*

**Submit Date** *08/11/2016*

Signature



Submitted on behalf of the Traveller.

**Delegate Name** *Amanda Herault*

**Submit Date** *08/11/2016*

Signature



Certified pursuant to section 32 of the Financial Administration Act.

**Approver Name** *Marlo Raynolds*

**Approval Date** *08/11/2016*

Signature



# McCORD TRAVEL MANAGEMENT

## Invoice

HON. CATHERINE MCKENNA  
MIN. OF ENVIRONMENT & CLIMATE CHANGE  
200 SACR-COEUR 21ME ETAGE MINISTER  
SUITE  
GATINEAU, QC K1A 0H3  
CANADA

Invoice No: 482436  
Invoice Date: 1 Nov 2016  
Client No:  
Agent:  
PNR:

Passenger(s) WORKMAN/CAITLIN M

### FLIGHT INFORMATION

A/L	FLIGHT	DEPART DATE/TIME	ARRIVAL DATE/TIME	ITINERARY
WS	00613	01Nov16 07:15 pm	01Nov16 09:49 pm	OTTAWA INTL - CALGARY INTL

REFERENCE / SALE DESCRIPTION	BASE FARE	GST/ HST	OTHER TAXES	TOTAL
Ticket # 9566213393 for WORKMAN/CAITLIN M	15.00	8.45	0.00	23.45
Total Fares:				15.00
Total Taxes:				0.00
Total GST/HST:				8.45
Penalties:				50.00
Invoice Total:				73.45
Payment(s):				
01 Nov 16 Credit Card				73.45
Total Payments:				73.45
Balance Due (CAD):				0.00

+++ DATE CHANGE FROM INVOICE 482128 +++

+++ 53.50 CHANGE FEE PLUS 16.95 ADDITIONAL COLLECTION DUE TO FARE DIFFERENCE +++

TKT: 838 9566 213393 NAME: WORKMAN/CAITLIN : MS  
CC:  
ISSUED: 01NOV16 FOP: 101257/CC  
PSEUDO: 2GU4 PLATING CARRIER: WS ISO: CA IATA: 67502982  
USE CR FLT CLS DATE BROFF TIME ST F/B FARE CPN  
USED WS 0613 B 01NOV YOWYYC 0715P OK BCL 1  
NVB01NOV NVA01NOV

FARE: CAD 498.00 TAX: 7.12 CA TAX: 71.65 RC  
TAX: 46.00 XT TOTAL: CAD 622.77  
NONREF - FEE FOR CHG-CXL

1NOV YOW WS YYC 498.00CAD498.00END XT 23.00SQ 23.00  
> YQ A/C 73.45  
EXCHANGED FOR: 8389566168720  
ORIGINAL ISSUE: 8389566168720YOW28OCT1667502982  
RLOC 1V WS TRKYFD

>



130 ALBERT ST SUITE 2000, OTTAWA, ON K1P 5G4  
P: 613-755-6000 F: 613-755-6006  
HST no. R897192522 TICO no. 4800003



Page 1 of 2

**McCORD TRAVEL MANAGEMENT****Invoice**

HON. CATHERINE MCKENNA  
MIN. OF ENVIRONMENT & CLIMATE CHANGE  
200 SACR-COEUR 21ME ETAGE MINISTER  
SUITE  
GATINEAU, QC K1A 0H3  
CANADA

Invoice No: 482436  
Invoice Date: 1 Nov 2016  
Client No:  
Agent:  
PNR:

Passenger(s) WORKMAN/CAITLIN, M

**TERMS AND CONDITIONS**

Out of province medical insurance as well as trip cancellation insurance has been offered to the passengers and declined unless otherwise stated above. The contract permits price increases. No price increases are permitted after the customer has paid in full. If the price increase is more than 7%, except increases resulting from an increase in retail sales tax or GST cumulative increase, the customer has the right to cancel the contract and obtain a full refund.

Passengers are responsible to obtain the necessary documentation(s) such as: (i) Valid passport, (ii) required entry visa, and (iii) medical immunization, vaccination, etc. Please note that entry to another country may be refused even if the required information and travel documents are complete.

Living standards and practices at the destination and standards and conditions there with respect to the provision of utilities, services and accommodation may differ from those found in Canada.

If your travel agent booked via a tour operator, further terms and conditions may be found in the tour operator's brochure.

# MCCORD TRAVEL MANAGEMENT

## Invoice

HON. CATHERINE MCKENNA  
MIN. OF ENVIRONMENT & CLIMATE CHANGE  
200 SACR-COEUR 21ME ETAGE MINISTER  
SUITE  
GATINEAU, QC K1A 0H3  
CANADA

Invoice No: 482128  
Invoice Date: 28 Oct 2016  
Client No:  
Agent:  
PNR:

Passenger(s) WORKMAN/CAITLIN, M

### FLIGHT INFORMATION

A/L	FLIGHT	DEPART DATE/TIME	ARRIVAL DATE/TIME	ITINERARY
WS	00611	02Nov16 06:00 am	02Nov16 08:38 am	OTTAWA INTL - CALGARY INTL

REFERENCE / SALE DESCRIPTION	BASE FARE	GST/ HST	OTHER TAXES	TOTAL
Ticket # 9566168720 for WORKMAN/CAITLIN M	483.00	69.70	53.12	605.82
BSP CANADA, IATA 0065775071	39.90	2.00	0.00	41.90
Total Fares:				522.90
Total Taxes:				53.12
Total GST/HST:				71.70
<b>Invoice Total:</b>				<b>647.72</b>
<b>Payment(s):</b>				
28 Oct 16 Credit Card				605.82
28 Oct 16 Credit Card				41.90
<b>Total Payments:</b>				<b>647.72</b>
<b>Balance Due (CAD):</b>				<b>0.00</b>

+++ AIR TICKET PLUS SERVICE FEE ( ECONOMY CLASS FARE) +++  
+++ DATE CHANGE TRAVEL ON INVOICE 482436 +++

TKT: 838 9566 168720 NAME: WORKMAN/CAITLIN, MS  
CC: I  
ISSUED: 28OCT16 FOP: 143221  
PSEUDO: 2GU4 PLATING CARRIER: WS ISO: CA IATA: 67502982  
USE CR FLT CLS DATE BRDOFF TIME ST F/B FARE CPN  
EXCH WS 0611 B 02NOV YOWYYC 0600A OK BCL 1  
NVB02NOV NVA02NOV

FARE: CAD 483.00 TAX: 7.12 CA TAX: 69.70 RC  
TAX: 46.00 XT TOTAL: CAD 605.82  
NONREF - FEE FOR CHG-CXL

2NOV YOW WS YYC 483.00CAD483.00END XT 23.00SQ 23.00  
)> YQ  
RLOC 1V WS TRKYFD

>



130 ALBERT ST SUITE 2000, OTTAWA, ON K1P 5G4  
P: 613-755-6000 F: 613-755-6006  
HST no. R897192522 TICO no. 4800003



Page 1 of 2

**MCCORD TRAVEL MANAGEMENT****Invoice**

HON. CATHERINE MCKENNA  
MIN. OF ENVIRONMENT & CLIMATE CHANGE  
200 SACR-COEUR 21ME ETAGE MINISTER  
SUITE  
GATINEAU, QC K1A 0H3  
CANADA

**Passenger(s)** WORKMAN/CAITLIN

**M**

Invoice No: 482128  
Invoice Date: 28 Oct 2016  
Client No:  
Agent:  
PNR:

**TERMS AND CONDITIONS**

Out of province medical insurance as well as trip cancellation insurance has been offered to the passengers and declined unless otherwise stated above. The contract permits price increases. No price increases are permitted after the customer has paid in full. If the price increase is more than 7%, except increases resulting from an increase in retail sales tax or GST cumulative increase, the customer has the right to cancel the contract and obtain a full refund.

Passengers are responsible to obtain the necessary documentation(s) such as: (i) Valid passport, (ii) required entry visa, and (iii) medical immunization, vaccination, etc. Please note that entry to another country may be refused even if the required information and travel documents are complete.

Living standards and practices at the destination and standards and conditions there with respect to the provision of utilities, services and accommodation may differ from those found in Canada.

If your travel agent booked via a tour operator, further terms and conditions may be found in the tour operator's brochure.



130 ALBERT ST SUITE 2000, OTTAWA, ON K1P 5G4  
P: 613-755-6000 F: 613-755-6006  
HST no. R897192522 TICO no. 4800003



McCORD TRAVEL MANAGEMENT

Invoice

HON. CATHERINE MCKENNA  
MIN. OF ENVIRONMENT & CLIMATE CHANGE  
200 SACR-COEUR 21ME ETAGE MINISTER  
SUITE  
GATINEAU, QC K1A 0H3  
CANADA

Invoice No: 481741  
Invoice Date: 26 Oct 2016  
Client No:  
Agent:  
PNR:

Passenger(s) WORKMAN/CAITLIN, M

FLIGHT INFORMATION

A/L	FLIGHT	DEPART DATE/TIME	ARRIVAL DATE/TIME	ITINERARY
AC	00124	02Nov16 07:10 pm	03Nov16 01:03 am	CALGARY INTL - OTTAWA INTL

REFERENCE / SALE DESCRIPTION	BASE FARE	GST/ HST	OTHER TAXES	TOTAL
AIR CANADA 2169031560	416.00	22.66	37.12	475.78
BSP CANADA, IATA 0065756672	39.90	2.00	0.00	41.90
Total Fares:				455.90
Total Taxes:				37.12
Total GST/HST:				24.66
Invoice Total:				517.68
Payment(s):				
26 Oct 16 Credit Card				475.78
26 Oct 16 Credit Card				41.90
Total Payments:				517.68
Balance Due (CAD):				0.00

+++ AIR TICKET PLUS SERVICE FEE ( FLEX ECONOMY CLASS FARE) +++

NAME: WORKMAN/CAITLIN MS TKT: 014 21 69031560 3  
FF: REF: REB42Z  
CP CR FLT CL DATE BRD OFF TIME ST FARE BASIS BGA CPST  
1. AC 124 W 02NOV16 YYC YOW 1910 OK W5WLTPC 1PC USED  
NVB:1/02NOV16 2/ 3/ 4/  
NVA:1/02NOV16 2/ 3/ 4/  
FR: CAD 416.00 TX: CA 7.12 TX: XG 22.66  
TX: SQ 30.00  
EQ:  
TL: CAD 475.78  
FARE CALCULATION  
02NOV16YYC AC YOW Q23.00R393.00CAD416.00 END ROE1.00  
FOP: AGT6750298/001/MITC#00 APC: 124958  
END: AC ONLY/NON-REF/CHGE FEE  
-BG:AC  
62990476/26OCT16/YWGAWAC / WW  
WINNIPEG /CANADA



130 ALBERT ST SUITE 2000, OTTAWA, ON K1P 5G4  
P: 613-755-6000 F: 613-755-6006  
HST no. R897192522 TICO no. 4800003



**MCCORD TRAVEL MANAGEMENT****Invoice**

HON. CATHERINE MCKENNA  
MIN. OF ENVIRONMENT & CLIMATE CHANGE  
200 SACR-COEUR 21ME ETAGE MINISTER  
SUITE  
GATINEAU, QC K1A 0H3  
CANADA

**Passenger(s)** WORKMAN/CAITLIN

I M

Invoice No: 481741  
Invoice Date: 26 Oct 2016  
Client No:  
Agent:  
PNR:

**TERMS AND CONDITIONS**

Out of province medical insurance as well as trip cancellation insurance has been offered to the passengers and declined unless otherwise stated above. The contract permits price increases. No price increases are permitted after the customer has paid in full. If the price increase is more than 7%, except increases resulting from an increase in retail sales tax or GST cumulative increase, the customer has the right to cancel the contract and obtain a full refund.

Passengers are responsible to obtain the necessary documentation(s) such as: (i) Valid passport, (ii) required entry visa, and (iii) medical immunization, vaccination, etc. Please note that entry to another country may be refused even if the required information and travel documents are complete.

Living standards and practices at the destination and standards and conditions there with respect to the provision of utilities, services and accommodation may differ from those found in Canada.

If your travel agent booked via a tour operator, further terms and conditions may be found in the tour operator's brochure.



130 ALBERT ST SUITE 2000, OTTAWA, ON K1P 5G4  
P: 613-755-6000 F: 613-755-6006  
HST no. R897192522 TICO no. 4800003



# McCORD TRAVEL MANAGEMENT

## Invoice

HON. CATHERINE MCKENNA  
MIN. OF ENVIRONMENT & CLIMATE CHANGE  
200 SAGR-COEUR 21ME ETAGE MINISTER  
SUITE  
GATINEAU, QC K1A 0H3  
CANADA

Invoice No: 481740  
Invoice Date: 26 Oct 2016  
Client No:  
Agent:  
PNR:

Passenger(s) WORKMAN/CAITLIN M

### FLIGHT INFORMATION

A/L	FLIGHT	DEPART DATE/TIME	ARRIVAL DATE/TIME	ITINERARY
AC	00465	01Nov16 07:00 pm	01Nov16 08:07 pm	OTTAWA INTL - TORONTO PEARSON
AC	00145	01Nov16 08:55 pm	01Nov16 11:14 pm	TORONTO PEARSON - CALGARY INTL

REFERENCE / SALE DESCRIPTION	BASE FARE	GST/ HST	OTHER TAXES	TOTAL
AIR CANADA 2169031422	416.00	58.52	34.12	508.64
BSP CANADA, IATA 0065756671	39.90	2.00	0.00	41.90
Total Fares:				455.90
Total Taxes:				34.12
Total GST/HST:				60.52
Invoice Total:				550.54
Payment(s):				
26 Oct 16 Credit Card				508.64
26 Oct 16 Credit Card				41.90
Total Payments:				550.54
Balance Due (CAD):				0.00

+++ TRIP CANCELLED / CREDIT OF 508.64 CREATED FOR FUTURE USE ( EXP 26OCT17) +++  
SERVICE FEE APPLICABLE

NAME: WORKMAN/CAITLIN MS TKT: 014 21 69031422 5  
FF: REF: RD7IYZ  
CP CR FLT CL DATE BRD OFF TIME ST FARE BASIS BGA CPST  
1. X AC 465 W 01NOV16 YOW YYZ 1900 OK W5WLTPC 1PC AVBL  
2. AC 145 W 01NOV16 YYZ YYC 2055 OK W5WLTPC 1PC AVBL  
NVB:1/01NOV16 2/01NOV16 3/ 4/  
NVA:1/01NOV16 2/01NOV16 3/ 4/  
FR: CAD 416.00 TX: CA 7.12 TX: RC 58.52  
TX: SQ 27.00  
EQ:  
TL: CAD 508.64  
FARE CALCULATION  
01NOV16YOW AC X/YTO AC YYC Q23.00R393.00CAD416.00 END ROE1.00  
FOP: AGT6750298/001/MITC#00 APC: 124748  
FOP:  
END: AC ONLY/NON-REF/CHGE FEE  
-BG:AC  
62990476/26OCT16/YWGAWAC / WW  
WINNIPEG /CANADA



130 ALBERT ST SUITE 2000, OTTAWA, ON K1P 5G4  
P: 613-755-6000 F: 613-755-6006  
HST no. R897192522 TICO no. 4800003





**McCORD TRAVEL MANAGEMENT****Invoice**

HON. CATHERINE MCKENNA  
MIN. OF ENVIRONMENT & CLIMATE CHANGE  
200 SACR-COEUR 21ME ETAGE MINISTER  
SUITE  
GATINEAU, QC K1A 0H3  
CANADA

Invoice No: 481740  
Invoice Date: 26 Oct 2016  
Client No:  
Agent:  
PNR:

**Passenger(s)** WORKMAN/CAITLIN M

---

**TERMS AND CONDITIONS**

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Passengers are responsible to obtain the necessary documentation(s) such as: (i) Valid passport, (ii) required entry visa, and (iii) medical immunization, vaccination, etc. Please note that entry to another country may be refused even if the required information and travel documents are complete.

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130 ALBERT ST SUITE 2000, OTTAWA, ON K1P 5G4  
P: 613-755-6000 F: 613-755-6006  
HST no. R897192522 TICO no. 4800003





**DELTA**

**CALGARY AIRPORT**

**2001 Airport Road NE, Calgary, Alberta T2E 6Z8**

**Tel: 403-291-2600 Fax: 403-250-8722**

Caitlin Workman  
Canada

Room: 631  
Folio:  
Cashier: 35  
Arrival: 11-01-16  
Departure: 11-02-16

Date	Description	Additional Information	Charges	Credits
11-01-16	Room Charge		189.00	
11-01-16	Rooms Destination Marketing Fee		5.67	
11-01-16	Rooms Tourism Levy		7.79	
11-01-16	Rooms GST		9.73	
11-01-16	Visa			212.19

GST Summary

Registration No:807209770 RT0001

Room 9.73

F&B 0.00

Other 5.67

**Total 15.40**

Total	212.19	212.19
Balance Due	0.00	CDN

Guest Signature: \_\_\_\_\_


I agree that my liability for this bill is not waived and I agree to be held personally liable in the event that the indicated person, company, or association fails to pay for any part of or the full amount of these charges.

Thank you for choosing  
Delta Hotels by Marriott™

[DeltaHotels.com](http://DeltaHotels.com)

 [DeltaHotels](#)  
 [DeltaHotels](#)  
 [DeltaHotelsLTD](#)



Traveler Name:	WORKMAN			
Location:	Calgary			
Dates of travel:	1-2 November			
Meals and incidentals:	B	L	D	Incidentals
Monday				
Tuesday				
Wednesday	✓			
Thursday				
Friday				
Saturday				
Sunday				
Hotel receipt(s)	✓			
Taxi receipts				
Miscellaneous receipts				
Traveler signature				

Please do not include meals that were provided during this trip.

Transaction

## Out of Pocket Expenses: Details

[View Linked Transactions](#)  
Out of Pocket Expenses: Copy

Out of Pocket Expense: 02/11/2016

Amount: \$17.00 CAD

Meals and incidentals

Expenses	Coding	Approval	Summary
----------	--------	----------	---------

### 2) Allowance: Meals, Incidentals & Private Accommodation

This expense type relates to the cost of meals, incidentals and nights with private accommodation for up to 30 days in a single location. Use this to estimate costs on travel requests, or to record the actual out of pocket expense amount on expense reports. One form covers allowances for up to 10 unique destinations in a single trip. If your trip covers more than 10 unique destinations, add another instance of this expense type after you have saved this entry. Use the 2a) Allowance: Meals, Incidentals & Private Accommodation (Extended) expense type to record costs from the 31st day of travel onwards in a single location.

Enter the date range of travel.

Start Date      End Date  
01/11/2016      02/11/2016

Select the meals/incidentals/accommodation allowances you want to claim and click Calculate Allowances.

Date	Country / Location	Breakfast	Lunch	Dinner	Incidentals	Private Accommodation
01/11/2016	Canada - Alberta	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
02/11/2016	Canada - Alberta	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Calculate Allowances

### Summary

Country	Location	Meals	Incidentals	Private Accommodation
Canada	Alberta	17.00	0.00	0.00

[Delete](#) [Save](#) [Cancel](#)

# Relevé - Rapport sur les dépenses

Nom du rapport de dépenses: To accompany the Minister in Calgary - November 2016

Nom du voyageur: Caitlin Workman

NIV:

Préparé par: Amanda Herault

Module Politique: M3D : Domestique - avec nuitée

Motif du voyage: Engagement principal des parties - Réunions

Autre objet du voyage:

Nom de la demande de voyage: Calgary - November 2016

Date de début du déplacement: 01/11/2016

Date de fin du déplacement: 02/11/2016

État d'autorisation du rapport de dépenses: Autorisation requise

Emplacement principal:

Emplacement secondaire:

NAV en ligne: AMC402620

Fiscal Year: 2016-2017

Travel Outside Default Division: N

Code fournisseur:

Événement:

Commentaires:

## Rapport récapitulatif des dépenses

### Résumé du rapport de dépenses

Total des dépenses attribuées :	1,509.94
(Moins) Total des dépenses non remboursables :	1,280.75
Total des dépenses remboursables :	229.19
Montant total dû voyageur :	229.19
Dépenses non remboursables	

Type de dépenses	Date	Montant en devise étrangère	Montant de la taxe	Montant
5) Commercial Air	01/11/2016	51496 - 282202 - 0070 - PBJ2 - 2001 - -		1,280.75
Manual Prepaid				<u>1,280.75</u>
WestJet				
Total des dépenses non remboursables (CAD)				1,280.75

### Dépenses remboursables

Type de dépenses	Date	Montant en devise étrangère	Montant de la taxe	Montant
16) Commercial Accommodation	02/11/2016	51496 - 282202 - 0070 - PBJ2 - 2001 - - 10600 - 0070 - 0000 - - 8050 - -	CA*T ... 8.16	204.03
Delta Hotels And Resorts				<u>212.19</u>
2) Allowance: Meals, Incidentals & Private Accommodation	02/11/2016	51496 - 282202 - 0070 - PBJ2 - 2001 - - 10600 - 0070 - 0000 - - 8050 - -	CA#T ... 0.81	16.19
				<u>17.00</u>
Total des dépenses remboursables (CAD)				229.19

### Récapitulatif codes de taxes

TPS	Montant total
10600 - 0070 - 0000 - - 8050 - -	8.97

### Résumé des codes financiers

Codes financiers	Total HT Taxe	Total TTC Taxe
51496 - 282202 - 0070 - PBJ2 - 2001 - -	1,500.97	1,509.94

## Historique d'autorisation

Date et heure	Approbateur	État d'autorisation	Commentaire
---------------	-------------	---------------------	-------------

## Signatures

Je certifie que les montants faisant l'objet de cette réclamation constituent des dépenses entraînées par des voyages pour affaires officielles.

**Nom du voyageur**      *Caitlin Workman*

**Date de soumission**      08/11/2016

Signature

Soumis au nom du voyageur.

**Nom du délégué**      *Amanda Herault*

**Date de soumission**      08/11/2016

Signature

**Nom de l'émetteur de la recommandation**      *Myriam Montreuil*

**Date recommandée**      \_\_\_\_\_

Signature

Certifié conforme à l'article 34 de la Loi sur la gestion des finances publiques.

**Nom de l'approbateur**      *Marlo Reynolds*

**Date d'autorisation**      \_\_\_\_\_

Signature



**Nom de la personne  
responsable du  
traitement** \_\_\_\_\_

**Date de traitement** \_\_\_\_\_

Signature

Expense Report Statement

Expense Report Name: To accompany the Minister in Halifax - 7 November 2016

Traveller Name: Caitlin Workman  
TIN:  
Prepared By: Amanda Herault  
Policy Module: M2 - Outside Headquarters - No Overnight  
Trip Purpose: Core Mandate - Other  
Other Trip Purpose: Announcement  
Travel Request Name: Halifax - 7 November 2016  
Travel Start Date: 07/11/2016  
Travel End Date: 07/11/2016  
ER Approval Status: Approval Required  
Primary Location:  
Secondary Location:  
  
Online TAN: AMC450746  
Fiscal Year: 2016-2017  
Travel Outside Default N  
Division:  
Vendor Code:  
Event:  
Comments:

Expense Report Summary

Expense Summary	
Total allocated expenses :	579.95
(Minus) Total non-reimbursable expenses :	483.56
Total reimbursable expenses :	96.39
Total due traveller :	96.39

Non-Reimbursable Expenses

Expense Type	Date	Foreign Amount	Tax Amount	Amount
--------------	------	----------------	------------	--------

Expense Type	Date	Foreign Amount	Tax Amount	Amount
5) Commercial Air	04/11/2016	51496 - 282202 - 0070 - PBJ2 - 2001 - -		483.56
Manual Prepaid				<u>483.56</u>
Porter Airlines				
Total non-reimbursable expenses (CAD)				483.56

## Reimbursable Expenses

Expense Type	Date	Foreign Amount	Tax Amount	Amount
11) Taxi	07/11/2016	51496 - 282202 - 0070 - PBJ2 - 2001 - - 10600 - 0070 - 0000 - - 8050 - -	ON*HST 3.60	29.99 <u>33.59</u>
From home to airport				
2) Allowance: Meals, Incidentals & Private Accommodation	07/11/2016	51496 - 282202 - 0070 - PBJ2 - 2001 - - 10600 - 0070 - 0000 - - 8050 - -	NS#H ... 5.94	39.61 <u>45.55</u>
	07/11/2016	51496 - 282202 - 0070 - PBJ2 - 2001 - - 10600 - 0070 - 0000 - - 8050 - -	ON#H ... 1.98	15.27 <u>17.25</u>
Total reimbursable expenses (CAD)				96.39

## Tax Coding Summary

HST	Total Amount
10600 - 0070 - 0000 - - 8050 - -	11.52

## Financial Coding Summary

Financial Coding	Total Excl. Tax	Total Incl. Tax
51496 - 282202 - 0070 - PBJ2 - 2001 - -	568.43	579.95

## Approval History

Date And Time	Approver	Approval Status	Comment
14/11/2016 13:43:22	Myriam Montreuil	Approved	

## Signatures

I certify that the amounts included in this Expense Report were incurred on authorized government business travel.

**Traveller Name** *Caitlin Workman*

**Submit Date** *14/11/2016*

Signature



Submitted on behalf of the Traveller.

**Delegate Name** *Amanda Hauralt*

**Submit Date** *14/11/2016*

Signature



**Recommender Name** *Myriam Montreuil*

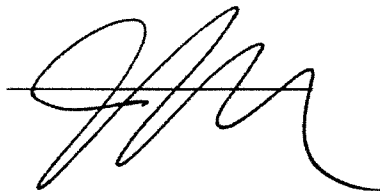
**Recommended Date** *14/11/2016*

Signature

Certified pursuant to section 34 of the Financial Administration Act.

**Approver Name** *Marlo Reynolds*

**Approval Date**



NOV 30 2016

Signature

**Processor Name** \_\_\_\_\_

**Processed Date** \_\_\_\_\_

Signature

## Travel Request

Travel Request Name: Halifax - 7 November 2016

**Traveller Name:** *Caitlin Workman*  
**TIN:**  
**Prepared By:** *Amanda Herault*  
**Policy Module:** *M2 - Outside Headquarters - No  
Overnight*  
**Trip Purpose:** *Care Mandate - Other*  
**Other Trip Purpose:** *Annoucement*  
**Alternative To Travel:** *Personal attendance required*  
**Travel Start Date:** *07/11/2016*  
**Travel End Date:** *07/11/2016*  
**Approval Status:** *Approved*  
**Primary Location:**  
**Secondary Location:**

**Online TAN:** *AMC450746*  
**Fiscal Year:** *2016-2017*  
**Travel Outside Default** *N*  
**Division:**  
**Blanket Travel Authority** *No*  
**Applied:**

**Vendor Code:**  
**Custom Field 1:**  
**Custom Field 2:**  
**Custom Field 3:**  
**Custom Field 4:**  
**Custom Field 5:**

**Event:**

**Comments:**

*Halifax - 7 November 2016*

### Travel Request Summary

#### Expense Summary

<b>Total non-reimbursable expenses:</b>	0.00
<b>Total reimbursable expenses:</b>	102.80
	<b>102.80</b>

#### Advance Summary

<b>Travel advance:</b>	0.00
------------------------	------

#### Reimbursable Expenses

<b>Expense Type</b>	<b>Amount</b>
11) Taxi 51496 - 282202 - 0070 - PBJ2 - 2001 - -	40.00
2) Allowance: Meals, Incidentals & Private Accommodation 51496 - 282202 - 0070 - PBJ2 - 2001 - -	62.80
<b>Total reimbursable expenses</b>	<b>102.80</b>

#### Financial Coding Summary

<b>Financial Coding</b>	<b>Total Excl. Tax</b>	<b>Total Incl. Tax</b>
51496 - 282202 - 0070 - PBJ2 - 2001 - -	102.80	102.80

#### Approval History

<b>Date And Time</b>	<b>Approver</b>	<b>Approval Status</b>	<b>Comment</b>
14/11/2016 10:37:57	Marlo Raynolds	Approved	

#### Itinerary Details

**PNR:**

**Trip Status:** *Quoted*

**Traveller Type:** *Minister's Exempt Staff*

**Primary Trip Purpose:** *Core Mandate - Other*

Total Itinerary Cost (CAD) 0.00

## Signatures

I have access to the Treasury Board Travel Policy (internal policy for separate employers) and accept the terms and conditions of travel that are in accordance with current policy.

**Traveller Name** Caitlin Workman

**Submit Date** 14/11/2016

Signature

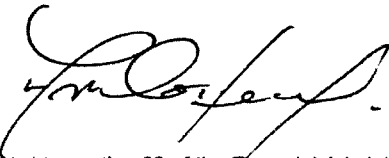


Submitted on behalf of the Traveller.

**Delegate Name** Amanda Herault

**Submit Date** 14/11/2016

Signature

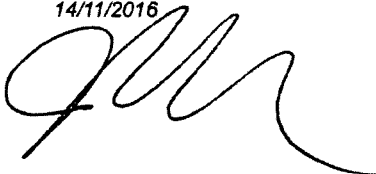


Certified pursuant to section 32 of the Financial Administration Act.

**Approver Name** Marlo Raynolds

**Approval Date** 14/11/2016

Signature





McCORD TRAVEL MANAGEMENT

Invoice

HON. CATHERINE MCKENNA  
MIN. OF ENVIRONMENT & CLIMATE CHANGE  
200 SACR-COEUR 21ME ETAGE MINISTER  
SUITE  
GATINEAU, QC K1A 0H3  
CANADA  
Passenger(s) WORKMAN/CAITLIN M

Invoice No: 482946  
Invoice Date: 4 Nov 2016  
Client No:  
Agent:  
PNR:

FLIGHT INFORMATION						
A/L	FLIGHT	DEPART DATE/TIME	ARRIVAL DATE/TIME	ITINERARY		
PD	00219	07Nov16 11:55 am	07Nov16 02:45 pm	OTTAWA INTL - HALIFAX INTL		
PD	00252	07Nov16 07:40 pm	07Nov16 08:55 pm	HALIFAX INTL - OTTAWA INTL		
REFERENCE / SALE DESCRIPTION			BASE FARE	GST/ HST	OTHER TAXES	TOTAL
PORTER AIRLINES			255.00	46.42	98.24	399.66
BSP CANADA, IATA 0065775473			79.90	4.00	0.00	83.90
Total Fares:						334.90
Total Taxes:						98.24
Total GST/HST:						50.42
Invoice Total:						483.56
Payment(s):						
04 Nov 16 Credit Card (						399.66
04 Nov 16 Credit Card (						83.90
Total Payments:						483.56
Balance Due (CAD):						0.00

+++ AIR TICKET PLUS SERVICE FEE ( ECONOMY CLASS FARE) +++

\*\*\*\*\* TICKET FULLY USED \*\*\*\*\*

TERMS AND CONDITIONS

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130 ALBERT ST SUITE 2000, OTTAWA, ON K1P 5G4  
P: 613-755-8000 F: 613-755-8006  
HST no. R897192522 TICO no. 4800003



Traveler Name:	Caitlin			
Location:	Halifax			
Dates of travel:	7 Nov. 2016			
Meals and incidentals:	B	L	D	Incidentals
Monday		✓	✓	
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				
Sunday				
Hotel receipt(s)				
Taxi receipts	✓			
Miscellaneous receipts				
Traveler signature				

Please do not include meals that were provided during this trip.

**BLUE LINE TAXI**  
(613) 238 - 1111

TERMINAL ID: 324-303-097  
MERCHANT ID: 4325623A  
VEHICLE ID: 1390  
DRIVER ID:

TRIP NUMBER: 4032  
PASSENGERS: 1

11/07/2016  
START: 11:02 END: 11:03

FARE AMOUNT: \$ 29.21

TIP AMOUNT: \$ 4.38

**TOTAL : \$ 33.59**

VISA SALE:

APPROVAL NUMBER: 098491

**PASSENGER COPY**

CUSTOMER SERVICE 1-800-443-2812  
INQUIRY@TAXITAB.COM  
TAXITAB



## Transaction

### Out of Pocket Expenses: Details

Out of Pocket Expense: 07/11/2016  
Amount: \$62.80 CAD  
Meals and incidentals

View Linked Transactions  
Out of Pocket Expenses: Copy

Expenses Coding Approval Summary

#### 2) Allowance: Meals, Incidentals & Private Accommodation

This expense type relates to the cost of meals, incidentals and nights with private accommodation for up to 30 days in a single location. Use this to estimate costs on travel requests, or to record the actual out of pocket expense amount on expense reports. One form covers allowances for up to 10 unique destinations in a single trip. If your trip covers more than 10 unique destinations, add another instance of this expense type after you have saved this entry. Use the 2a) Allowance: Meals, Incidentals & Private Accommodation (Extended) expense type to record costs from the 31st day of travel onwards in a single location.

☒ I am travelling within Module 1 or 2 and I am requesting an accommodation and/or incidental allowance.

Reason for request Had to pay for lunch and dinner.

Enter the date range of travel.

Start Date End Date  
07/11/2016 07/11/2016

Select the meals/incidentals/accommodation allowances you want to claim and click Calculate Allowances.

Date	Country / Location	Breakfast	Lunch	Dinner	Incidentals	Private Accommodation
07/11/2016	Canada - Nova Scotia	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
07/11/2016	Canada - Ontario	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Calculate Allowances

#### Summary

Country	Location	Meals	Incidentals	Private Accommodation
Canada	Nova Scotia	45.55	0.00	0.00
Canada	Ontario	17.25	0.00	0.00

Delete

Save

Cancel

Relevé - Rapport sur les dépenses

Nom du rapport de dépenses: To accompany the Minister in Halifax - 7 November 2016

Nom du voyageur: Caitlin Workman

NIV:

Préparé par: Amanda Herault

Module Politique: M2 : Hors de la zone d'affectation - sans nuitée

Motif du voyage: Mandat principal - Autre

Autre objet du voyage: Annonce

Nom de la demande de voyage: Halifax - 7 November 2016

Date de début du déplacement: 07/11/2016

Date de fin du déplacement: 07/11/2016

État d'autorisation du rapport de dépenses: Autorisation requise

Emplacement principal:

Emplacement secondaire:

NAV en ligne: AMC450746

Fiscal Year: 2016-2017

Travel Outside Default Division: N

Code fournisseur:

Événement:

Commentaires:

Rapport récapitulatif des dépenses

Résumé du rapport de dépenses

Total des dépenses attribuées :	579.95
(Moins) Total des dépenses non remboursables :	483.56
Total des dépenses remboursables :	96.39
Montant total dû voyageur :	96.39
Dépenses non remboursables	

Type de dépenses	Date	Montant en devise étrangère	Montant de la taxe	Montant
5) Commercial Air	04/11/2016	51496 - 282202 - 0070 - PBJ2 - 2001 - -		483.56
Manual Prepaid				<u>483.56</u>
Porter Airlines				
Total des dépenses non remboursables (CAD)				483.56

### Dépenses remboursables

Type de dépenses	Date	Montant en devise étrangère	Montant de la taxe	Montant
11) Taxi	07/11/2016	51496 - 282202 - 0070 - PBJ2 - 2001 - - 10600 - 0070 - 0000 - - 8050 - -	ON*TVH 3.60	29.99
				<u>33.59</u>
From home to airport				
2) Allowance: Meals, Incidentals & Private Accommodation	07/11/2016	51496 - 282202 - 0070 - PBJ2 - 2001 - - 10600 - 0070 - 0000 - - 8050 - -	NS#T ... 5.94	39.61
				<u>45.55</u>
	07/11/2016	51496 - 282202 - 0070 - PBJ2 - 2001 - - 10600 - 0070 - 0000 - - 8050 - -	ON#T ... 1.98	15.27
				<u>17.25</u>
Total des dépenses remboursables (CAD)				96.39

### Récapitulatif codes de taxes

TVH	Montant total
10600 - 0070 - 0000 - - 8050 - -	11.52

### Résumé des codes financiers

Codes financiers	Total HT Taxe	Total TTC Taxe
51496 - 282202 - 0070 - PBJ2 - 2001 - -	568.43	579.95

### Historique d'autorisation

Date et heure	Approbateur	État d'autorisation	Commentaire
---------------	-------------	---------------------	-------------

## Signatures

Je certifie que les montants faisant l'objet de cette réclamation constituent des dépenses entraînées par des voyages pour affaires officielles.

**Nom du voyageur**      *Caitlin Workman*

**Date de soumission**      14/11/2016

Signature

Soumis au nom du voyageur.

**Nom du délégué**      *Amanda Herault*

**Date de soumission**      14/11/2016

Signature

**Nom de l'émetteur de la recommandation**      *Myriam Montreuil*

**Date recommandée**      \_\_\_\_\_

Signature

Certifié conforme à l'article 34 de la Loi sur la gestion des finances publiques.

**Nom de l'approbateur**      *Marlo Raynolds*

**Date d'autorisation**      \_\_\_\_\_

Signature

**Nom de la personne  
responsable du  
traitement** \_\_\_\_\_

**Date de traitement** \_\_\_\_\_

Signature

401

# Expense Report Statement

Expense Report Name: To meet with key stakeholders in Washington - Nov-Dec 2016

**Traveller Name:** Catherine McKenna

**TIN:**

**Prepared By:** Amanda Herault

**Policy Module:** M3T - Transborder - Overnight Stay

**Trip Purpose:** Key Stakeholder Engagement - Meetings

**Other Trip Purpose:**

**Travel Request Name:** Washington - Nov-Dec 2016

**Travel Start Date:** 29/11/2016

**Travel End Date:** 01/12/2016

**ER Approval Status:** Approval Required

**Primary Location:**

**Secondary Location:**

**Online TAN:** AMC427877

**Fiscal Year:** 2016-2017

**Travel Outside Default Division:** N

**Vendor Code:**

**Event:**

**Comments:**

## Expense Report Summary

### Expense Summary

Total allocated expenses :	2,739.03
(Minus) Total non-reimbursable expenses :	2,145.36
Total reimbursable expenses :	593.67
Total due traveller :	593.67

### Non-Reimbursable Expenses

Expense Type	Date	Foreign Amount	Tax Amount	Amount
--------------	------	----------------	------------	--------



Expense Type	Date	Foreign Amount	Tax Amount	Amount
5) Commercial Air	10/12/2016	51497 - 285100 - 0070 - PBJ2 - 2001 - -		2,145.36
Manual Prepaid				<u>2,145.36</u>
WestJet				
WestJet - Air Canada - United Airways				
Total non-reimbursable expenses (CAD)				2,145.36

## Reimbursable Expenses

Expense Type	Date	Foreign Amount	Tax Amount	Amount
16) Commercial Accommodation	30/11/2016	51497 - 285100 - 0070 - PBJ2 - 2001 - - 10600 - 0070 - 0000 - - 8050 - -	ON*HST 28.94	241.13 <u>270.07</u>
Sheraton Hotels Corporation				
16) Commercial Accommodation	01/12/2016	51497 - 285100 - 0070 - PBJ2 - 2001 - - 242.74 (USD)		323.60 <u>323.60</u>
Fairmont Hotels And Resorts				
Total reimbursable expenses (CAD)				593.67

## Tax Coding Summary

HST	Total Amount
10600 - 0070 - 0000 - - 8050 - -	28.94

## Financial Coding Summary

Financial Coding	Total Excl. Tax	Total Incl. Tax
51497 - 285100 - 0070 - PBJ2 - 2001 - -	2,710.09	2,739.03

## Approval History

Date And Time	Approver	Approval Status	Comment
15/12/2016 14:31:43	Myriam Montreuil	Approved	

## Signatures

I certify that the amounts included in this Expense Report were incurred on authorized government business travel.

**Traveller Name** *Catherine McKenna*

**Submit Date** 14/12/2016

Signature



Submitted on behalf of the Traveller.

**Delegate Name** *Amanda Herault*

**Submit Date** 14/12/2016

Signature



**Recommender Name** *Myriam Montreuil*

**Recommended Date** 15/12/2016

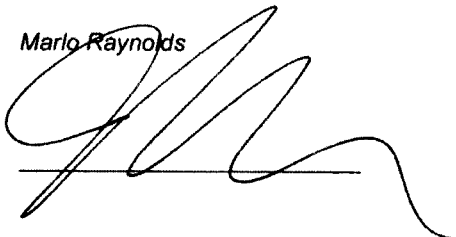
Signature

Certified pursuant to section 34 of the Financial Administration Act.

**Approver Name** *Marlo Reynolds*

DEC 21 2016

**Approval Date**



Signature

**Processor Name** \_\_\_\_\_

**Processed Date** \_\_\_\_\_

**Signature**

# Travel Request

Travel Request Name: Washington - Nov-Dec 2016

**Traveller Name:** *Catherine McKenna*

**TIN:**

**Prepared By:** *Amanda Herault*

**Policy Module:** *M3T - Transborder - Overnight Stay*

**Trip Purpose:** *Key Stakeholder Engagement -  
Meetings*

**Other Trip Purpose:**

**Alternative To Travel:** *Personal attendance required*

**Travel Start Date:** *29/11/2016*

**Travel End Date:** *01/12/2016*

**Approval Status:** *Approved*

**Primary Location:**

**Secondary Location:**

**Online TAN:** *AMC427877*

**Fiscal Year:** *2016-2017*

**Travel Outside Default** *N*

**Division:**

**Blanket Travel Authority** *No*

**Applied:**

**Vendor Code:**

**Custom Field 1:**

**Custom Field 2:**

**Custom Field 3:**

**Custom Field 4:**

**Custom Field 5:**

**Event:**

**Comments:**

*Washington - Nov-Dec 2016*

## Travel Request Summary

## Expense Summary

<b>Total non-reimbursable expenses:</b>	<b>0.00</b>
<b>Total reimbursable expenses:</b>	<b>905.62</b>
	<b>905.62</b>

## Advance Summary

<b>Travel advance:</b>	<b>0.00</b>
------------------------	-------------

## Reimbursable Expenses

<b>Expense Type</b>		<b>Amount</b>
16) Commercial Accommodation	51497 - 285100 - 0070 - PBJ2 - 2001 - -	650.00
Sheraton Hotels Corporation		
2) Allowance: Meals, Incidentals & Private Accommodation	51497 - 285100 - 0070 - PBJ2 - 2001 - -	255.62
<b>Total reimbursable expenses</b>		<b>905.62</b>

## Financial Coding Summary

<b>Financial Coding</b>	<b>Total Excl. Tax</b>	<b>Total Incl. Tax</b>
51497 - 285100 - 0070 - PBJ2 - 2001 - -	905.62	905.62

## Approval History

<b>Date And Time</b>	<b>Approver</b>	<b>Approval Status</b>	<b>Comment</b>
10/12/2016 08:55:36	Marlo Raynolds	Approved	

## Itinerary Details

**PNR:**

**Trip Status:** *Quoted*

**Traveller Type:** *Minister*  
**Primary Trip Purpose:** *Key Stakeholder Engagement -  
Meetings*

**Total Itinerary Cost (CAD) 0.00**

## Signatures

I have access to the Treasury Board Travel Policy (internal policy for separate employers) and accept the terms and conditions of travel that are in accordance with current policy.

**Traveller Name** *Catherine McKenna*

**Submit Date** *10/12/2016*

**Signature**

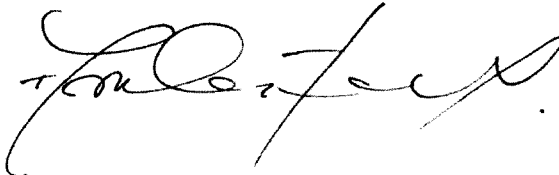


Submitted on behalf of the Traveller.

**Delegate Name** *Amanda Herault*

**Submit Date** *10/12/2016*

**Signature**



Certified pursuant to section 32 of the Financial Administration Act.

**Approver Name** *Marlo Raynolds*

**Approval Date** *10/12/2016*

**Signature**





2401 M Street, NW  
Washington, DC USA 20037  
T (202) 429-2400 F (202) 457-5010

Room : 0742  
Folio # :  
Cashier # : 2605  
Page # : 1 of 1

Govt Cda  
Ms Catherine Mckenna

Arrival : 11-30-16  
Departure : 12-01-16  
Fairmont President's Club

Date	Description	Additional Information	Charges	Credits
11-30-16	Room Charge		212.00	
11-30-16	Room Tax		30.74	
12-01-16	Visa	10/17		242.74
Total			242.74	242.74
Balance Due			0.00	

Thank you for choosing Fairmont Hotels & Resorts.  
To provide feedback about your stay, please contact Shane Krige, General Manager, at [Shane.Krige@fairmont.com](mailto:Shane.Krige@fairmont.com).  
We also invite you to share memories of your experience on our community forum - visit [www.everyonesanoriginal.com](http://www.everyonesanoriginal.com).

For information or reservations, visit us at  
[www.fairmont.com](http://www.fairmont.com) or call Fairmont Hotels & Resorts from:  
United States or Canada 1 800-441-1414

I agree that my liability for this bill is not waived and I agree to be held personally liable in the event that the indicated person, company, travel agent or association fails to pay for the full amount of the charges. Overdue balance subject to a surcharge at the rate of 1.5% per month (18.58% per annum). All accounts deemed delinquent may be subject to legal fees and all other costs associated with the bill. Account is payable on presentation or departure.

Sheraton Gateway Hotel  
PO Box 3000  
Toronto AMF  
Toronto, ON L5P 1C4  
Canada  
Tel: 905-672-7000 Fax: 905-672-7100



**Sheraton**

Catherine Mckenna	Page Number	:	1	Invoice Nbr	:	373081
	Guest Number	:				
	Folio ID	:	A			
	Arrive Date	:	29-NOV-16	21:26		
	Depart Date	:	30-NOV-16	12:02		
	No. Of Guest	:	1			
	Room Number	:	784			
	Club Account	:				

**Tax Invoice**

Tax ID : 140047879

Sheraton Gateway 30-NOV-16 12:11

Date	Time	Reference	Description	Charges (CAD)	Credits (CAD)
29-NOV-16	03:38	RT784	Room Charge - Government	239.00	
29-NOV-16	03:38	RT784	Rooms HST	31.07	
30-NOV-16	12:02	VI			-270.07

\*\*\*For Authorization Purpose Only\*\*\*

Date	Code	Authorized
29-NOV-16	083801	310.7

Approve EMV Receipt for : PIN Verified  
TC:D8E18C26E3EF5D71 TVR:0200008000 AID:A0000000031010  
Application Label: Visa Credit

** Total	270.07	-270.07
*** Balance	0.00	

**HST Summary for your stay:**

Amount (CAD)

Room Revenue HST	31.07
Food & Beverage HST	0.00
Photo/Fax/Copy Services HST	0.00
Other Revenue HST	0.00
<b>Total HST for your stay:</b>	<b>31.07</b>

Savor the unexpected with Paired - our menu of expertly matched small plates, premium wines and craft beers. Highlighting imaginative ingredient combinations, Paired delights the palate and invites exploration Visit our lobby bars or learn more at [www.sheraton.com/paired](http://www.sheraton.com/paired)  
Continued on the next page



Sheraton Gateway Hotel  
PO Box 3000  
Toronto AMF  
Toronto, ON L5P 1C4  
Canada  
Tel: 905-672-7000 Fax: 905-672-7100



**Sheraton**

Catherine Mckenna

Page Number	:	2	Invoice Nbr	:	373081
Guest Number	:				
Folio ID	:	A			
Arrive Date	:	29-NOV-16	21:26		
Depart Date	:	30-NOV-16	12:02		
No. Of Guest	:	1			
Room Number	:	784			
Club Account	:				

Tell us about your stay [www.sheraton.com/reviews](http://www.sheraton.com/reviews) for billing please connect with us at [00692guestinquiries@sheraton.com](mailto:00692guestinquiries@sheraton.com)

Tell us about your stay. [www.sheraton.com/reviews](http://www.sheraton.com/reviews). For billing, please connect with us at [00692guestinquiries@sheraton.com](mailto:00692guestinquiries@sheraton.com)

# McCORD TRAVEL MANAGEMENT

## Invoice

HON. CATHERINE MCKENNA  
MIN. OF ENVIRONMENT & CLIMATE CHANGE  
200 SACR-COEUR 21ME ETAGE MINISTER  
SUITE  
GATINEAU, QC K1A 0H3  
CANADA  
**Passenger(s)** MCKENNA/CATHERINE MARY MS

Invoice No: 486104  
Invoice Date: 29 Nov 2016  
Client No:  
Agent:  
PNR:

### FLIGHT INFORMATION

A/L	FLIGHT	DEPART DATE/TIME	ARRIVAL DATE/TIME	ITINERARY
WS	03479	29Nov16 08:05 pm	29Nov16 09:13 pm	OTTAWA INTL - TORONTO PEARSON

REFERENCE / SALE DESCRIPTION	BASE FARE	GST/ HST	OTHER TAXES	TOTAL
Ticket # 9566374891 for MCKENNA/CATHERINE MARY MS	192.00	30.44	42.12	264.56
Total Fares:				192.00
Total Taxes:				42.12
Total GST/HST:				30.44
<b>Invoice Total:</b>				<b>264.56</b>
<b>Payment(s):</b>				
29 Nov 16 Credit Card				264.56
<b>Total Payments:</b>				<b>264.56</b>
<b>Balance Due (CAD):</b>				<b>0.00</b>

+++ AIR TICKET ( ECONOMY CLASS FARE) +++  
+++ SERVICE FEE ON INVOICE 485259 +++

### TERMS AND CONDITIONS

Out of province medical insurance as well as trip cancellation insurance has been offered to the passengers and declined unless otherwise stated above. The contract permits price increases. No price increases are permitted after the customer has paid in full. If the price increase is more than 7%, except increases resulting from an increase in retail sales tax or GST cumulative increase, the customer has the right to cancel the contract and obtain a full refund.

Passengers are responsible to obtain the necessary documentation(s) such as: (i) Valid passport, (ii) required entry visa, and (iii) medical immunization, vaccination. etc. Please note that entry to another country may be refused even if the required information and travel documents are complete.

Living standards and practices at the destination and standards and conditions there with respect to the provision of utilities, services and accommodation may differ from those found in Canada  
If your travel agent booked via a tour operator, further terms and conditions may be found in the tour operator's brochure.



130 ALBERT ST SUITE 2000, OTTAWA, ON K1P 5G4  
P: 613-755-6000 F: 613-755-6008  
HST no. R897192522 TICO no. 4800003



Page 1 of 1

McCORD TRAVEL MANAGEMENT

Invoice

HON. CATHERINE MCKENNA  
MIN. OF ENVIRONMENT & CLIMATE CHANGE  
200 SACR-COEUR 21ME ETAGE MINISTER  
SUITE  
GATINEAU, QC K1A 0H3  
CANADA

Invoice No: 485722  
Invoice Date: 25 Nov 2016  
Client No:  
Agent:  
PNR:

Passenger(s) MCKENNA/CATHERINE MARY MS

FLIGHT INFORMATION

A/L	FLIGHT	DEPART DATE/TIME	ARRIVAL DATE/TIME	ITINERARY
UA	06077	29Nov16 07:25 pm	29Nov16 09:03 pm	OTTAWA INTL - WASHINGTON DULLES
AC	08451	01Dec16 07:00 am	01Dec16 08:29 am	WASHINGTON REAGAN - OTTAWA INTL

REFERENCE / SALE DESCRIPTION	BASE FARE	GST/ HST	OTHER TAXES	TOTAL
Ticket # 9586374760 for MCKENNA/CATHERINE MARY MS	324.00	16.20	0.00	340.20

Total Fares:	324.00
Total Taxes:	0.00
Total GST/HST:	16.20
Penalties:	200.00
Invoice Total:	540.20
Payment(s):	
25 Nov 16 Credit Card (	540.20
Total Payments:	540.20
Balance Due (CAD):	0.00



130 ALBERT ST SUITE 2000, OTTAWA, ON K1P 5G4  
P: 613-755-8000 F: 613-755-8006  
HST no. R897192522 TICO no. 4800003



# McCORD TRAVEL MANAGEMENT

## Invoice

HON. CATHERINE MCKENNA  
MIN. OF ENVIRONMENT & CLIMATE CHANGE  
200 SACR-COEUR 21ME ETAGE MINISTER  
SUITE  
GATINEAU, QC K1A 0H3  
CANADA

Invoice No: 485722  
Invoice Date: 25 Nov 2016  
Client No:  
Agent:  
PNR:

**Passenger(s)** MCKENNA/CATHERINE MARY MS

+++ FLIGHT TIME CHANGE FROM INVOICE 485259 +++

+++ OTTAWA-WASHINGTON CHANGED TO TORONTO-WASHINGTON UA/30NOV AT 06:00AM / NEW TICKET  
NUMBER 016 2327003132 +++

TKT: 016 9566 374760 NAME: MCKENNA/CATHERINEMARYMS  
CC: FF:  
ISSUED: 25NOV16 FOP: 191150/EXCH  
PSEUDO: 2GU4 PLATING CARRIER: UA ISO: CA IATA: 67502982  
USE CR FLT CLS DATE BRDOFF TIME ST F/B FARE CPN  
EXCH UA 6314 M 30NOV YOWIAD 1030A OK MAA03AFN 1  
NVB29NOV NVA29NOV  
USED AC 8451 Q 01DEC DCAYOW 0700A OK Q3Q8TP 3  
NVB01DEC NVA01DEC

FARE: CAD 1404.00 TAX: 12.10 CA TAX: 70.81 XG  
TAX: 109.99 XT TOTAL: CAD 1596.90

YOW UA WAS 702.00MAA03AFN AC YOW 702.00Q3Q8TP CAD14  
04.00 END XT 48.00US 23.00SQ 9.50XY 7.60AY 7.40YC  
5.40XA 2.99RC 6.10XFDCA4.5A/C 540.20  
EXCHANGED FOR: 0169566374539  
ORIGINAL ISSUE: 0169566374539YOW22NOV1667502982  
RLOC 1V UA BXW5L3

>

>

### TERMS AND CONDITIONS

Out of province medical insurance as well as trip cancellation insurance has been offered to the passengers and declined unless otherwise stated above. The contract permits price increases. No price increases are permitted after the customer has paid in full. If the price increase is more than 7%, except increases resulting from an increase in retail sales tax or GST cumulative increase, the customer has the right to cancel the contract and obtain a full refund.

Passengers are responsible to obtain the necessary documentation(s) such as: (i) Valid passport, (ii) required entry visa, and (iii) medical immunization, vaccination, etc. Please note that entry to another country may be refused even if the required information and travel documents are complete.

Living standards and practices at the destination and standards and conditions there with respect to the provision of utilities, services and accommodation may differ from those found in Canada.

If your travel agent booked via a tour operator, further terms and conditions may be found in the tour operator's brochure



130 ALBERT ST SUITE 2000, OTTAWA, ON K1P 5G4  
P: 613-755-6000 F: 613-755-6006  
HST no R897192522 TICO no. 4800003



# McCORD TRAVEL MANAGEMENT

## Invoice

HON. CATHERINE MCKENNA  
MIN. OF ENVIRONMENT & CLIMATE CHANGE  
200 SACR-COEUR 21ME ETAGE MINISTER  
SUITE  
GATINEAU, QC K1A 0H3  
CANADA

Invoice No: 485259  
Invoice Date: 22 Nov 2016  
Client No:  
Agent:  
PNR:

**Passenger(s)** MCKENNA/CATHERINE MARY MS

### FLIGHT INFORMATION

A/L	FLIGHT	DEPART DATE/TIME	ARRIVAL DATE/TIME	ITINERARY
UA	06306	29Nov16 02:40 pm	29Nov16 04:18 pm	OTTAWA INTL - WASHINGTON DULLES
AC	08451	01Dec16 07:00 am	01Dec16 08:29 am	WASHINGTON REAGAN - OTTAWA INTL

REFERENCE / SALE DESCRIPTION	BASE FARE	GST/ HST	OTHER TAXES	TOTAL
Ticket # 9566374539 for MCKENNA/CATHERINE MARY MS	1,080.00	57.60	119.10	1,256.70
BSP CANADA, IATA 0065810589	79.90	4.00	0.00	83.90
Total Fares:				1,159.90
Total Taxes:				119.10
Total GST/HST:				61.60
<b>Invoice Total:</b>				<b>1,340.60</b>
<b>Payment(s):</b>				
22 Nov 16 Credit Card				1,256.70
22 Nov 16 Credit Card				83.90
<b>Total Payments:</b>				<b>1,340.60</b>
<b>Balance Due (CAD):</b>				<b>0.00</b>

+++ AIR TICKET PLUS SERVICE FEE ( ECONOMY CLASS FARE) +++  
+++ FLIGHT TIME CHANGE TRAVEL ON INVOICE 485722 +++

TKT: 016 9566 374539 NAME: MCKENNA/CATHERINEMARYMS  
CC: FF:  
ISSUED: 22NOV16 FOP: -214143  
PSEUDO: 2GU4 PLATING CARRIER: UA ISO: CA IATA: 67502982  
USE CR FLT CLS DATE BRDOFF TIME ST F/B FARE CPN  
EXCH UA 6306 M 29NOV YOWIAD 0240P OK MAA07AFN 1  
NVB29NOV NVA29NOV  
EXCH AC 8451 V 01DEC DCAYOW 0700A OK V7Q7TP 3  
NVB01DEC NVA01DEC

FARE: CAD 1080.00 TAX: 12.10 CA TAX: 54.61 XG  
TAX: 109.99 XT TOTAL: CAD 1256.70  
NONREF-0VALUAFTDPT-CHGFEE/AC ONLYF-NONREF-CHGFEE  
>  
29NOV YOW UA WAS 540.00AC YOW 540.00CAD1080.00END  
XT 48.00US 23.00SQ 9.50XY 7.60AY 7.40YC 5.40XA 2.99  
RC 6.10XFDCA4.5  
RLOC 1V UA BXW5L3  
>



130 ALBERT ST SUITE 2000, OTTAWA, ON K1P 5G4  
P: 613-755-8000 F: 613-755-8006  
HST no. R897192522 TICO no. 4800003



**McCORD TRAVEL MANAGEMENT****Invoice**

HON. CATHERINE MCKENNA  
MIN. OF ENVIRONMENT & CLIMATE CHANGE  
200 SACR-COEUR 21ME ETAGE MINISTER  
SUITE  
GATINEAU, QC K1A 0H3  
CANADA

Invoice No: 485259  
Invoice Date: 22 Nov 2016  
Client No:  
Agent:  
PNR:

**Passenger(s)** MCKENNA/CATHERINE MARY MS

---

**TERMS AND CONDITIONS**

Out of province medical insurance as well as trip cancellation insurance has been offered to the passengers and declined unless otherwise stated above. The contract permits price increases. No price increases are permitted after the customer has paid in full. If the price increase is more than 7%, except increases resulting from an increase in retail sales tax or GST cumulative increase, the customer has the right to cancel the contract and obtain a full refund

Passengers are responsible to obtain the necessary documentation(s) such as: (i) Valid passport, (ii) required entry visa, and (iii) medical immunization, vaccination. etc. Please note that entry to another country may be refused even if the required information and travel documents are complete.

Living standards and practices at the destination and standards and conditions there with respect to the provision of utilities, services and accommodation may differ from those found in Canada.

If your travel agent booked via a tour operator, further terms and conditions may be found in the tour operator's brochure.



130 ALBERT ST SUITE 2000, OTTAWA, ON K1P 5G4  
P: 613-755-6000 F: 613-755-6006  
HST no. R897192522 TICO no. 4800003



## Relevé - Rapport sur les dépenses

Nom du rapport de dépenses: To meet with key stakeholders in Washington - Nov-Dec 2016

Nom du voyageur: Catherine McKenna

NIV:

Préparé par: Amanda Herault

Module Politique: M3T : transfrontalier - avec nuitée

Motif du voyage: Engagement principal des parties -  
Réunions

Autre objet du voyage:

Nom de la demande de voyage: Washington - Nov-Dec 2016

Date de début du déplacement: 29/11/2016

Date de fin du déplacement: 01/12/2016

État d'autorisation du rapport de dépenses: Autorisation requise

Emplacement principal:

Emplacement  
secondaire:

NAV en ligne: AMC427877

Fiscal Year: 2016-2017

Travel Outside Default N  
Division:

Code fournisseur:

Événement:

Commentaires:

### Rapport récapitulatif des dépenses

#### Résumé du rapport de dépenses

Total des dépenses attribuées :	2,739.03
(Moins) Total des dépenses non remboursables :	2,145.36
Total des dépenses remboursables :	593.67
Montant total dû voyageur :	593.67
Dépenses non remboursables	

Type de dépenses	Date	Montant en devise étrangère	Montant de la taxe	Montant
5) Avion commercial	10/12/2016	51497 - 285100 - 0070 - PBJ2 - 2001 - -		2,145.36
Manual Prepaid				<u>2,145.36</u>
WestJet				
WestJet - Air Canada - United Airways				
Total des dépenses non remboursables (CAD)				2,145.36

### Dépenses remboursables

Type de dépenses	Date	Montant en devise étrangère	Montant de la taxe	Montant
16) Hébergement commercial	30/11/2016	51497 - 285100 - 0070 - PBJ2 - 2001 - - 10600 - 0070 - 0000 - - 8050 - -	ON*TVH 28.94	241.13
Sheraton Hotels Corporation				<u>270.07</u>
16) Hébergement commercial	01/12/2016	51497 - 285100 - 0070 - PBJ2 - 2001 - -		323.60
Fairmont Hotels And Resorts		242.74 (USD)		<u>323.60</u>
Total des dépenses remboursables (CAD)				593.67

### Récapitulatif codes de taxes

TVH	Montant total
10600 - 0070 - 0000 - - 8050 - -	28.94

### Résumé des codes financiers

Codes financiers	Total HT Taxe	Total TTC Taxe
51497 - 285100 - 0070 - PBJ2 - 2001 - -	2,710.09	2,739.03

### Historique d'autorisation



Date et heure	Approbateur	État d'autorisation	Commentaire
21/12/2016 13:35:25	Marlo Raynolds	Autorisé(e)	
15/12/2016 14:31:43	Myriam Montreuil	Autorisé(e)	

## Signatures

Je certifie que les montants faisant l'objet de cette réclamation constituent des dépenses entraînées par des voyages pour affaires officielles.

**Nom du voyageur** *Catherine McKenna*

**Date de soumission** *14/12/2016*

Signature

Soumis au nom du voyageur.

**Nom du délégué** *Amanda Herault*

**Date de soumission** *14/12/2016*

Signature

**Nom de l'émetteur de la recommandation** *Myriam Montreuil*

**Date recommandée** *15/12/2016*

Signature

Certifié conforme à l'article 34 de la Loi sur la gestion des finances publiques.

**Nom de l'approbateur**     *Marlo Raynolds*

**Date d'autorisation**     *21/12/2016*

Signature

**Nom de la personne  
responsable du  
traitement**     \_\_\_\_\_

**Date de traitement**     \_\_\_\_\_

Signature

Expense Report Statement

Expense Report Name: To meet with key stakeholders in Washington - Nov-Dec 2016

Traveller Name: Catherine McKenna

TIN:

Prepared By: Amanda Herault

Policy Module: M3T - Transborder - Overnight Stay

Trip Purpose: Key Stakeholder Engagement - Meetings

Other Trip Purpose:

Travel Request Name: Washington - Nov-Dec 2016

Travel Start Date: 29/11/2016

Travel End Date: 01/12/2016

ER Approval Status: Approved

Primary Location:

Secondary Location:

Online TAN: AMC427877

Fiscal Year: 2016-2017

Travel Outside Default N

Division:

Vendor Code:

Event:

Comments:

Expense Report Summary

Expense Summary

Total allocated expenses :	2,739.03
(Minus) Total non-reimbursable expenses :	2,145.36
Total reimbursable expenses :	593.67
Total due traveller :	593.67

Non-Reimbursable Expenses

Expense Type	Date	Foreign Amount	Tax Amount	Amount
--------------	------	----------------	------------	--------

Expense Type	Date	Foreign Amount	Tax Amount	Amount
5) Commercial Air	10/12/2016	51497 - 285100 - 0070 - PBJ2 - 2001 - -		2,145.36
Manual Prepaid				<u>2,145.36</u>
WestJet				
WestJet - Air Canada - United Airways				
Total non-reimbursable expenses (CAD)				2,145.36

## Reimbursable Expenses

Expense Type	Date	Foreign Amount	Tax Amount	Amount
16) Commercial Accommodation	30/11/2016	51497 - 285100 - 0070 - PBJ2 - 2001 - - 10600 - 0070 - 0000 - - 8050 - -	ON*HST 28.94	241.13 <u>270.07</u>
Sheraton Hotels Corporation				
16) Commercial Accommodation	01/12/2016	51497 - 285100 - 0070 - PBJ2 - 2001 - -		323.60
Fairmont Hotels And Resorts		242.74 (USD)		<u>323.60</u>
Total reimbursable expenses (CAD)				593.67

## Tax Coding Summary

HST	Total Amount
10600 - 0070 - 0000 - - 8050 - -	28.94

## Financial Coding Summary

Financial Coding	Total Excl. Tax	Total Incl. Tax
51497 - 285100 - 0070 - PBJ2 - 2001 - -	2,710.09	2,739.03

## Approval History

Date And Time	Approver	Approval Status	Comment
04/01/2017 11:30:39	Myriam Montreuil	Approved	

Date And Time	Approver	Approval Status	Comment
21/12/2016 13:35:25	Marlo Raynolds	Approved	
15/12/2016 14:31:43	Myriam Montreuil	Approved	

## Signatures

I certify that the amounts included in this Expense Report were incurred on authorized government business travel.

**Traveller Name** *Catherine McKenna*

**Submit Date** *14/12/2016*

Signature

Submitted on behalf of the Traveller.

**Delegate Name** *Amanda Herault*

**Submit Date** *14/12/2016*

Signature

**Recommender Name** *Myriam Montreuil*

**Recommended Date** *15/12/2016*

Signature

Certified pursuant to section 34 of the Financial Administration Act.

**Approver Name** *Marlo Raynolds*

**Approval Date** *21/12/2016*

Signature

**Processor Name**      *Myriam Montreuil*

**Processed Date**      *04/01/2017*

Signature

## Expense Report Statement

**Expense Report Name:** Taxi from Center Block to Fontaine building - Ottawa - November 23 2016

**Traveller Name:** *Tiffany Anne Ouimet*

**TIN:**

**Prepared By:** *Amanda Herault*

**Policy Module:** *M1 - Within Headquarters - No Overnight*

**Trip Purpose:** *Other - Other*

**Other Trip Purpose:** *No more taxi chits*

**Travel Request Name:** *Ottawa - November 23 2016*

**Travel Start Date:** *23/11/2016*

**Travel End Date:** *23/11/2016*

**ER Approval Status:** *Approval Required*

**Primary Location:**

**Secondary Location:**

**Online TAN:** *AMC440215*

**Fiscal Year:** *2016-2017*

**Travel Outside Default Division:**

**Vendor Code:**

**Event:**

**Comments:**

### Expense Report Summary

#### Expense Summary

<b>Total allocated expenses :</b>	<b>15.66</b>
<b>Total reimbursable expenses :</b>	<b>15.66</b>
<b>Total due traveller :</b>	<b>15.66</b>

#### Reimbursable Expenses

Expense Type	Date		Foreign Amount	Tax Amount	Amount
11) Taxi	23/11/2016	51496 - 282202 - 0070 - PBJ2 - 2001 - - 10600 - 0070 - 0000 - - 8050 - -		ON*HST 1.68	13.98
					<u>15.66</u>

From Center Block to Fontaine building

Expense Type	Date	Foreign Amount	Tax Amount	Amount
Total reimbursable expenses (CAD)				15.66

#### Tax Coding Summary

HST	Total Amount
10600 - 0070 - 0000 - - 8050 - -	1.68

#### Financial Coding Summary

Financial Coding	Total Excl. Tax	Total Incl. Tax
51496 - 282202 - 0070 - PBJ2 - 2001 - -	13.98	15.66

#### Approval History

Date And Time	Approver	Approval Status	Comment
30/11/2016 12:08:06	Myriam Montreuil	Approved	

#### Signatures

I certify that the amounts included in this Expense Report were incurred on authorized government business travel.

**Traveller Name**      *Tiffany Anne Ouimet*

**Submit Date**      30/11/2016

Signature




Submitted on behalf of the Traveller.

**Delegate Name**      *Amanda Haurault*

**Submit Date**      30/11/2016

Signature





**Recommender Name**      *Myriam Montreuil*

**Recommended Date**      30/11/2016

Signature

Certified pursuant to section 34 of the Financial Administration Act.

**Approver Name**      *Marlo Reynolds*

**Approval Date**      **DEC - 8 2016**

Signature



**Processor Name**      \_\_\_\_\_

**Processed Date**      \_\_\_\_\_

Signature

## Travel Request

Travel Request Name: Ottawa - November 23 2016

**Traveller Name:** *Tiffany Anne Ouimet*  
**TIN:**  
**Prepared By:** *Amanda Herault*  
**Policy Module:** *M1 - Within Headquarters - No  
Overnight*  
**Trip Purpose:** *Other - Other*  
**Other Trip Purpose:** *No more taxi chits*  
**Alternative To Travel:** *Présence nécessaire*  
**Travel Start Date:** *23/11/2016*  
**Travel End Date:** *23/11/2016*  
**Approval Status:** *Approved*  
**Primary Location:**  
**Secondary Location:**

**Online TAN:** *AMC440215*  
**Fiscal Year:** *2016-2017*

**Travel Outside Default  
Division:**

**Blanket Travel Authority No  
Applied:**

**Vendor Code:**

**Custom Field 1:**

**Custom Field 2:**

**Custom Field 3:**

**Custom Field 4:**

**Custom Field 5:**

**Event:**

**Comments:**

*Ottawa - November 23 2016*

### Travel Request Summary

#### Expense Summary

Total non-reimbursable expenses:	0.00
Total reimbursable expenses:	15.66
	<b>15.66</b>

#### Advance Summary

Travel advance:	0.00
-----------------	------

#### Reimbursable Expenses

Expense Type	Amount
11) Taxi 51496 - 282202 - 0070 - PBJ2 - 2001 - -	15.66
Total reimbursable expenses	15.66

#### Financial Coding Summary

Financial Coding	Total Excl. Tax	Total Incl. Tax
51496 - 282202 - 0070 - PBJ2 - 2001 - -	15.66	15.66

#### Approval History

Date And Time	Approver	Approval Status	Comment
30/11/2016 11:53:48	Marlo Raynolds	Approved	

#### Itinerary Details

PNR:

Trip Status: *Quoted*

Traveller Type: *Minister's Exempt Staff*

Primary Trip Purpose: *Other - Other*

Total Itinerary Cost (CAD) 0.00

## Signatures

I have access to the Treasury Board Travel Policy (internal policy for separate employers) and accept the terms and conditions of travel that are in accordance with current policy.

**Traveller Name**                      *Tiffany Anne Ouimet*

**Submit Date**                      30/11/2016

Signature




Submitted on behalf of the Traveller.

**Delegate Name**                      *Amanda Herault*

**Submit Date**                      30/11/2016

Signature



Certified pursuant to section 32 of the Financial Administration Act.

**Approver Name**                      *Marlo Raynolds*

**Approval Date**                      30/11/2016

Signature



**CAPITAL TAXI**  
(613) 744 1333

TERMINAL ID: 324 301 9.00  
MERCHANT ID: 41269008A  
VEHICLE ID: 2793  
ORDER ID:

TRIP NUMBER: 1433  
PASS TRIPS: 1

11/21/2016  
START: 18:03 END: 18:03

FARE AMOUNT: \$ 13.05

TIP AMOUNT: \$ 2.61

**TOTAL : \$ 15.66**

VISA SALE :

APPROVAL NUMBER : 035026

**PASSENGER COPY**

CUSTOMER SERVICE 1-800-443-2812  
INQUIRY@IAXI1AB.COM  
IAXI1AB



## Relevé - Rapport sur les dépenses

Nom du rapport de dépenses: Taxi from Center Block to Fontaine building - Ottawa - November 23 2016

Nom du voyageur: *Tiffany Anne Ouimet*

NIV:

Préparé par: *Amanda Herault*

Module Politique: *M1 : Dans la zone d'affectation - sans nuitée*

Motif du voyage: *Autre - Autre*

Autre objet du voyage: *No more taxi chits*

Nom de la demande de voyage: *Ottawa - November 23 2016*

Date de début du déplacement: *23/11/2016*

Date de fin du déplacement: *23/11/2016*

État d'autorisation du rapport de dépenses: *Autorisation requise*

Emplacement principal:

Emplacement secondaire:

NAV en ligne: *AMC440215*

Fiscal Year: *2016-2017*

Travel Outside Default Division:

Code fournisseur:

Événement:

Commentaires:

### Rapport récapitulatif des dépenses

#### Résumé du rapport de dépenses

Total des dépenses attribuées :	15.66
Total des dépenses remboursables :	15.66
Montant total dû voyageur :	15.66
Dépenses remboursables	

Type de dépenses	Date	Montant en devise étrangère	Montant de la taxe	Montant
11) Taxi	23/11/2016	51496 - 282202 - 0070 - PBJ2 - 2001 - - 10600 - 0070 - 0000 - - 8050 - -	ON*TVH 1.68	13.98 <hr/> 15.66
From Center Block to Fontaine building				
Total des dépenses remboursables (CAD)				15.66

### Récapitulatif codes de taxes

TVH	Montant total
10600 - 0070 - 0000 - - 8050 - -	1.68

### Résumé des codes financiers

Codes financiers	Total HT Taxe	Total TTC Taxe
51496 - 282202 - 0070 - PBJ2 - 2001 - -	13.98	15.66

### Historique d'autorisation

Date et heure	Approbateur	État d'autorisation	Commentaire
---------------	-------------	---------------------	-------------

### Signatures

Je certifie que les montants faisant l'objet de cette réclamation constituent des dépenses entraînées par des voyages pour affaires officielles.

**Nom du voyageur** *Tiffany Anne Ouimet*

**Date de soumission** *30/11/2016*

Signature

Soumis au nom du voyageur.

**Nom du délégué** *Amanda Herault*

**Date de soumission** *30/11/2016*

Signature

**Nom de l'émetteur de la  
recommandation** *Myriam Montreuil*

**Date recommandée** \_\_\_\_\_

Signature

Certifié conforme à l'article 34 de la Loi sur la gestion des finances publiques.

**Nom de l'approbateur** *Marlo Raynolds*

**Date d'autorisation** \_\_\_\_\_

Signature

**Nom de la personne  
responsable du  
traitement** \_\_\_\_\_

**Date de traitement** \_\_\_\_\_

Signature



## Expense Report Statement

**Expense Report Name:** To accompany the Minister at the Toronto Board of Trade Speech in Toronto, Ontario - 25 November 2016

**Traveller Name:** Caitlin Workman

**TIN:**

**Prepared By:** Amanda Hauralt

**Policy Module:** M2 - Outside Headquarters - No Overnight

**Trip Purpose:** Key Stakeholder Engagement - Meetings

**Other Trip Purpose:**

**Travel Request Name:** Toronto - 25 November 2016

**Travel Start Date:** 25/11/2016

**Travel End Date:** 25/11/2016

**ER Approval Status:** Approval Required

**Primary Location:**

**Secondary Location:**

**Online TAN:** AMC409637

**Fiscal Year:** 2016-2017

**Travel Outside Default** N

**Division:**

**Vendor Code:**

**Event:**

**Comments:**

### Expense Report Summary

#### Expense Summary

<b>Total allocated expenses :</b>	<b>775.66</b>
(Minus) Total non-reimbursable expenses :	757.66
<b>Total reimbursable expenses :</b>	<b>18.00</b>
<b>Total due traveller :</b>	<b>18.00</b>

#### Non-Reimbursable Expenses

Expense Type	Date	Foreign Amount	Tax Amount	Amount
--------------	------	----------------	------------	--------

Expense Type	Date		Foreign Amount	Tax Amount	Amount
5) Commercial Air	23/11/2016	51496 - 282202 - 0070 - PBJ2 - 2001 - -			757.66
Manual Prepaid					<u>757.66</u>
Porter Airlines					
Total non-reimbursable expenses (CAD)					757.66

#### Reimbursable Expenses

Expense Type	Date		Foreign Amount	Tax Amount	Amount
11) Taxi	25/11/2016	51496 - 282202 - 0070 - PBJ2 - 2001 - - 10600 - 0070 - 0000 - - 8050 - -		ON*HST 1.93	16.07
					<u>18.00</u>
From meeting place to airport					
Total reimbursable expenses (CAD)					18.00

#### Tax Coding Summary

	Total Amount
HST	
10600 - 0070 - 0000 - - 8050 - -	1.93

#### Financial Coding Summary

Financial Coding	Total Excl. Tax	Total Incl. Tax
51496 - 282202 - 0070 - PBJ2 - 2001 - -	773.73	775.66

#### Approval History

Date And Time	Approver	Approval Status	Comment
29/11/2016 10:12:59	Myriam Montreuil	Approved	

#### Signatures

I certify that the amounts included in this Expense Report were incurred on authorized government business travel.

**Traveller Name** *Caitlin Workman*

**Submit Date** *29/11/2016*

Signature



Submitted on behalf of the Traveller.

**Delegate Name** *Amanda Hérault*

**Submit Date** *29/11/2016*

Signature



**Recommender Name** *Myriam Montreuil*

**Recommended Date** *29/11/2016*

Signature

Certified pursuant to section 34 of the Financial Administration Act.

**Approver Name** *Marlo Reynolds*

**DEC - 8 2016**

**Approval Date**

Signature



**Processor Name** \_\_\_\_\_

**Processed Date** \_\_\_\_\_

Signature

Travel Request

Travel Request Name: Toronto - 25 November 2016

Traveller Name: Caitlin Workman

TIN:

Prepared By: Amanda Hérault

Policy Module: M2 - Outside Headquarters - No Overnight

Trip Purpose: Key Stakeholder Engagement - Meetings

Other Trip Purpose:

Alternative To Travel: Personal attendance required

Travel Start Date: 25/11/2016

Travel End Date: 25/11/2016

Approval Status: Approved

Primary Location:

Secondary Location:

Online TAN: AMC409637

Fiscal Year: 2016-2017

Travel Outside Default N

Division:

Blanket Travel Authority No Applied:

Vendor Code:

Custom Field 1:

Custom Field 2:

Custom Field 3:

Custom Field 4:

Custom Field 5:

Event:

Comments:

Toronto - 25 November 2016

Travel Request Summary



## Itinerary Details

**PNR:**

**Trip Status:** *Quoted*

**Traveller Type:** *Minister's Exempt Staff*

**Primary Trip Purpose:** *Key Stakeholder Engagement -  
Meetings*

Total Itinerary Cost (CAD) 0.00

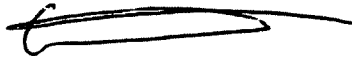
## Signatures

I have access to the Treasury Board Travel Policy (internal policy for separate employers) and accept the terms and conditions of travel that are in accordance with current policy.

**Traveller Name** *Caitlin Workman*

**Submit Date** *29/11/2016*

Signature

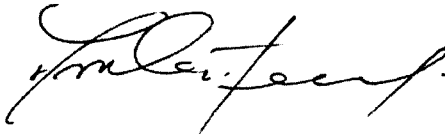


Submitted on behalf of the Traveller.

**Delegate Name** *Amanda Herault*

**Submit Date** *29/11/2016*

Signature

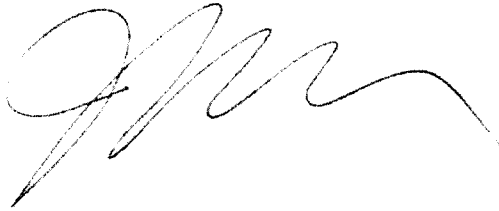


Certified pursuant to section 32 of the Financial Administration Act.

**Approver Name** *Mario Raynolds*

**Approval Date** *29/11/2016*

**Signature**

A handwritten signature in black ink, appearing to be 'MR', written over a light blue horizontal line.



## McCORD TRAVEL MANAGEMENT

### Invoice

HON. CATHERINE MCKENNA  
MIN. OF ENVIRONMENT & CLIMATE CHANGE  
200 SACR-COEUR 21ME ETAGE MINISTER  
SUITE  
GATINEAU, QC K1A 0H3  
CANADA

Invoice No: 485299  
Invoice Date: 23 Nov 2016  
Client No:  
Agent:  
PNR:

Passenger(s) WORKMAN/CAITLIN M

#### FLIGHT INFORMATION

A/L	FLIGHT	DEPART DATE/TIME	ARRIVAL DATE/TIME	ITINERARY
PD	00214	25Nov16 09:30 am	25Nov16 10:30 am	OTTAWA INTL - TORONTO BILLY BISHOP ARPT
PD	00241	25Nov16 05:00 pm	25Nov16 05:56 pm	TORONTO BILLY BISHOP ARPT - OTTAWA INTL

REFERENCE / SALE DESCRIPTION	BASE FARE	GST/ HST	OTHER TAXES	TOTAL
PORTER AIRLINES :	511.00	77.52	85.24	673.76
BSP CANADA, IATA 0065810608	79.90	4.00	0.00	83.90
Total Fares:				590.90
Total Taxes:				85.24
Total GST/HST:				81.52
Invoice Total:				757.66
Payment(s):				
23 Nov 16 Credit Card				673.76
23 Nov 16 Credit Card				83.90
Total Payments:				757.66
Balance Due (CAD):				0.00

+++ AIR TICKET PLUS SERVICE FEE ( ECONOMY CLASS FARE) +++

\*\*\*\*\* TICKET FULLY USED \*\*\*\*\*

#### TERMS AND CONDITIONS

Out of province medical insurance as well as trip cancellation insurance has been offered to the passengers and declined unless otherwise stated above. The contract permits price increases. No price increases are permitted after the customer has paid in full. If the price increase is more than 7%, except increases resulting from an increase in retail sales tax or GST cumulative increase, the customer has the right to cancel the contract and obtain a full refund.

Passengers are responsible to obtain the necessary documentation(s) such as: (i) Valid passport, (ii) required entry visa, and (iii) medical immunization, vaccination, etc. Please note that entry to another country may be refused even if the required information and travel documents are complete.

Living standards and practices at the destination and standards and conditions there with respect to the provision of utilities, services and accommodation may differ from those found in Canada.

If your travel agent booked via a tour operator, further terms and conditions may be found in the tour operator's brochure.



130 ALBERT ST SUITE 2000, OTTAWA, ON K1P 5G4  
P: 613-755-6000 F: 613-755-6006  
HST no. R897192522 TICO no. 4800003



Page 1 of 1

s.19(1)

**RECEIPT**

Cab No. H.S.T.

From *Go 22*

To *Go 140*

Date *NOV 15 / 16* Amount *\$ 18.00*

Signature

# Expense Report Statement

**Expense Report Name:** To accompany the Minister at the Toronto Board of Trade Speech in Toronto, Ontario - 25 November 2016

**Traveller Name:** Caitlin Workman

**TIN:**

**Prepared By:** Amanda Herault

**Policy Module:** M2 - Outside Headquarters - No Overnight

**Trip Purpose:** Key Stakeholder Engagement - Meetings

**Other Trip Purpose:**

**Travel Request Name:** Toronto - 25 November 2016

**Travel Start Date:** 25/11/2016

**Travel End Date:** 25/11/2016

**ER Approval Status:** Approved

**Primary Location:**

**Secondary Location:**

**Online TAN:** AMC409637

**Fiscal Year:** 2016-2017

**Travel Outside Default** N

**Division:**

**Vendor Code:**

**Event:**

**Comments:**

## Expense Report Summary

### Expense Summary

<b>Total allocated expenses :</b>	<b>775.66</b>
(Minus) Total non-reimbursable expenses :	757.66
<b>Total reimbursable expenses :</b>	<b>18.00</b>
<b>Total due traveller :</b>	<b>18.00</b>

### Non-Reimbursable Expenses

Expense Type	Date	Foreign Amount	Tax Amount	Amount
--------------	------	----------------	------------	--------

Expense Type	Date	Foreign Amount	Tax Amount	Amount
5) Commercial Air	23/11/2016	51496 - 282202 - 0070 - PBJ2 - 2001 - -		757.66
Manual Prepaid				<u>757.66</u>
Porter Airlines				

Total non-reimbursable expenses (CAD) 757.66

## Reimbursable Expenses

Expense Type	Date	Foreign Amount	Tax Amount	Amount
11) Taxi	25/11/2016	51496 - 282202 - 0070 - PBJ2 - 2001 - - 10600 - 0070 - 0000 - - 8050 - -	ON*HST 1.93	16.07 <u>18.00</u>
From meeting place to airport				

Total reimbursable expenses (CAD) 18.00

## Tax Coding Summary

HST	Total Amount
10600 - 0070 - 0000 - - 8050 - -	1.93

## Financial Coding Summary

Financial Coding	Total Excl. Tax	Total Incl. Tax
51496 - 282202 - 0070 - PBJ2 - 2001 - -	773.73	775.66

## Approval History

Date And Time	Approver	Approval Status	Comment
09/12/2016 12:52:51	Myriam Montreuil	Approved	
08/12/2016 15:35:56	Marlo Raynolds	Approved	
29/11/2016 10:12:59	Myriam Montreuil	Approved	

## Signatures

I certify that the amounts included in this Expense Report were incurred on authorized government business travel.

**Traveller Name** *Caitlin Workman*

**Submit Date** *29/11/2016*

Signature

Submitted on behalf of the Traveller.

**Delegate Name** *Amanda Herault*

**Submit Date** *29/11/2016*

Signature

**Recommender Name** *Myriam Montreuil*

**Recommended Date** *29/11/2016*

Signature

Certified pursuant to section 34 of the Financial Administration Act.

**Approver Name** *Marlo Raynolds*

**Approval Date** *08/12/2016*

Signature

**Processor Name**      *Myriam Montreuil*

**Processed Date**      *09/12/2016*

Signature

Expense Report Statement

Expense Report Name: To attend COP22 with the Minister in Marrakech - November 2016

Traveller Name: Jon-Paul Jepp  
TIN:  
Prepared By: Amanda Herault  
Policy Module: M4 - International - Overnight Stay  
Trip Purpose: Key Stakeholder Engagement - Meetings  
Other Trip Purpose:  
Travel Request Name: Marrakech - November 2016  
Travel Start Date: 12/11/2016  
Travel End Date: 20/11/2016  
ER Approval Status: Approval Required  
Primary Location:  
Secondary Location:  
  
Online TAN: AMC458029  
Fiscal Year: 2016-2017  
Travel Outside Default Division: N  
Vendor Code:  
Event:  
Comments:

Expense Report Summary

Expense Summary

Total allocated expenses :	7,063.73
(Minus) Total non-reimbursable expenses :	6,299.31
Total reimbursable expenses :	764.42
Total due traveller :	764.42

Non-Reimbursable Expenses

Expense Type	Date	Foreign Amount	Tax Amount	Amount
--------------	------	----------------	------------	--------

Expense Type	Date		Foreign Amount	Tax Amount	Amount
16) Commercial Accommodation	18/11/2016	51495 - 285100 - 0070 - PBJ2 - 2001 - 471063 - A-000941.001			1,648.14
Manual Prepaid					<u>1,648.14</u>
Other					
5) Commercial Air	31/10/2016	51495 - 285100 - 0070 - PBJ2 - 2001 - 471063 - A-000941.001			4,651.17
Manual Prepaid					<u>4,651.17</u>
Air Canada					
Air Canada / Lufthansa / Royal Air Maroc					
Total non-reimbursable expenses (CAD)					6,299.31

### Reimbursable Expenses

Expense Type	Date		Foreign Amount	Tax Amount	Amount
11) Taxi	20/11/2016	51495 - 285100 - 0070 - PBJ2 - 2001 - 471063 - A-000941.001		ON*HST 4.39	36.61
		10600 - 0070 - 0000 - - 8050 - -			<u>41.00</u>
From airport to home					
16) Commercial Accommodation	20/11/2016	51495 - 285100 - 0070 - PBJ2 - 2001 - 471063 - A-000941.001			286.16
Hilton International			165.00 (GBP)		<u>286.16</u>
2) Allowance: Meals, Incidentals & Private Accommodation	19/11/2016	51495 - 285100 - 0070 - PBJ2 - 2001 - 471063 - A-000941.001			68.57
			41.15 (GBP)		<u>68.57</u>
	19/11/2016	51495 - 285100 - 0070 - PBJ2 - 2001 - 471063 - A-000941.001			21.44
			12.87 (GBP)		<u>21.44</u>
2) Allowance: Meals, Incidentals & Private Accommodation	18/11/2016	51495 - 285100 - 0070 - PBJ2 - 2001 - 471063 - A-000941.001			228.87
			1,695.96 (MAD)		<u>228.87</u>



Expense Type	Date		Foreign Amount	Tax Amount	Amount
	18/11/2016	51495 - 285100 - 0070 - PBJ2 - 2001 - 471063 - A-000941.001			43.52
			322.49 (MAD)		<u>43.52</u>
2) Allowance: Meals, Incidentals & Private Accommodation	20/11/2016	51495 - 285100 - 0070 - PBJ2 - 2001 - 471063 - A-000941.001			31.17
			18.60 (GBP)		<u>31.17</u>
8) Misc transportation charges	13/11/2016	51495 - 285100 - 0070 - PBJ2 - 2001 - 471063 - A-000941.001			43.69
			30.00 (EUR)		<u>43.69</u>
Total reimbursable expenses (CAD)					764.42

#### Tax Coding Summary

HST	Total Amount
10600 - 0070 - 0000 - - 8050 - -	4.39

#### Financial Coding Summary

Financial Coding	Total Excl. Tax	Total Incl. Tax
51495 - 285100 - 0070 - PBJ2 - 2001 - 471063 - A-000941.001	7,059.34	7,063.73

#### Approval History

Date And Time	Approver	Approval Status	Comment
---------------	----------	-----------------	---------

#### Signatures

I certify that the amounts included in this Expense Report were incurred on authorized government business travel.

**Traveller Name** *Jon-Paul Jepp*

**Submit Date** JAN. 9/2017

**Signature** 

**Recommender Name** *Myriam Montreuil*

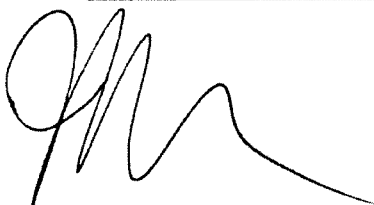
**Recommended Date** \_\_\_\_\_

**Signature**

Certified pursuant to section 34 of the Financial Administration Act.

**Approver Name** *Marlo Raynolds*

**Approval Date** JAN 12 2017

**Signature** 

**Processor Name** \_\_\_\_\_

**Processed Date** \_\_\_\_\_

**Signature**

## Travel Request

### Travel Request Name: Marrakech - November 2016

**Traveller Name:** *Jon-Paul Jepp*

**TIN:**

**Prepared By:** *Amanda Herault*

**Policy Module:** *M4 - International - Overnight Stay*

**Trip Purpose:** *Key Stakeholder Engagement -  
Meetings*

**Other Trip Purpose:**

**Alternative To Travel:** *Personal attendance required*

**Travel Start Date:** *12/11/2016*

**Travel End Date:** *20/11/2016*

**Approval Status:** *Approved*

**Primary Location:**

**Secondary Location:**

**Online TAN:** *AMC458029*

**Fiscal Year:** *2016-2017*

**Travel Outside Default** *N*

**Division:**

**Blanket Travel Authority** *No*  
**Applied:**

**Vendor Code:**

**Custom Field 1:**

**Custom Field 2:**

**Custom Field 3:**

**Custom Field 4:**

**Custom Field 5:**

**Event:**

**Comments:**

*Marrakech - November 2016*

### Travel Request Summary

#### Expense Summary

<b>Total non-reimbursable expenses:</b>	0.00
<b>Total reimbursable expenses:</b>	1,895.13
	<b>1,895.13</b>

#### Advance Summary

<b>Travel advance:</b>	0.00
------------------------	------

#### Reimbursable Expenses

Expense Type		Amount
11) Taxi	51495 - 285100 - 0070 - PBJ2 - 2001 - -	50.00
16) Commercial Accommodation	51495 - 285100 - 0070 - PBJ2 - 2001 - -	1,000.00
Hilton International		
2) Allowance: Meals, Incidentals & Private Accommodation	51495 - 285100 - 0070 - PBJ2 - 2001 - -	795.13
8) Misc transportation charges	51495 - 285100 - 0070 - PBJ2 - 2001 - -	50.00
Baggage fee		
Total reimbursable expenses		1,895.13

#### Financial Coding Summary

Financial Coding	Total Excl. Tax	Total Incl. Tax
51495 - 285100 - 0070 - PBJ2 - 2001 - -	1,895.13	1,895.13

#### Approval History

Date And Time	Approver	Approval Status	Comment
06/12/2016 11:04:46	Marlo Raynolds	Approved	

## Itinerary Details

**PNR:**

**Trip Status:** *Quoted*

**Traveller Type:** *Minister's Exempt Staff*

**Primary Trip Purpose:** *Key Stakeholder Engagement -  
Meetings*

**Total Itinerary Cost (CAD) 0.00**

## Signatures

I have access to the Treasury Board Travel Policy (internal policy for separate employers) and accept the terms and conditions of travel that are in accordance with current policy.

**Traveller Name**                      *Jon-Paul Jepp*

**Submit Date**                      *06/12/2016*

Signature

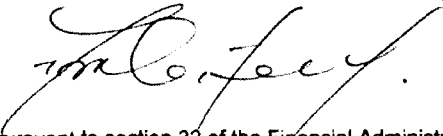


Submitted on behalf of the Traveller.

**Delegate Name**                      *Amanda Herault*

**Submit Date**                      *06/12/2016*

Signature



Certified pursuant to section 32 of the Financial Administration Act.

**Approver Name**                      *Marlo Raynolds*

**Approval Date**                      *06/12/2016*

Signature



# McCORD TRAVEL MANAGEMENT

## Invoice

HON. CATHERINE MCKENNA  
MIN. OF ENVIRONMENT & CLIMATE CHANGE  
200 SACR-COEUR 21ME ETAGE MINISTER  
SUITE  
GATINEAU, QC K1A 0H3  
CANADA  
**Passenger(s)** JEPP/JONPAUL MR

Invoice No: 482291  
Invoice Date: 31 Oct 2016  
Client No:  
Agent:  
PNR:

### FLIGHT INFORMATION

A/L	FLIGHT	DEPART DATE/TIME	ARRIVAL DATE/TIME	ITINERARY
AC	00455	12Nov16 02:00 pm	12Nov16 03:07 pm	OTTAWA INTL - TORONTO PEARSON
AC	00872	12Nov16 05:05 pm	13Nov16 06:30 am	TORONTO PEARSON - FRANKFURT INTL
AC	00889	20Nov16 12:05 pm	20Nov16 02:55 pm	LONDON HEATHROW - OTTAWA INTL

REFERENCE / SALE DESCRIPTION	BASE FARE	GST/ HST	OTHER TAXES	TOTAL
Ticket # 9566213342 for JEPP/JONPAUL MR	2,466.00	3.51	710.31	3,179.82
BSP CANADA, IATA 0065775153	79.00	3.95	0.00	82.95
Total Fares:				2,545.00
Total Taxes:				710.31
Total GST/HST:				7.46
<b>Invoice Total:</b>				<b>3,262.77</b>
<b>Payment(s):</b>				
31 Oct 16 Credit Card				3,179.82
31 Oct 16 Credit Card				82.95
<b>Total Payments:</b>				<b>3,262.77</b>
<b>Balance Due (CAD):</b>				<b>0.00</b>

+++ AIR TICKET PLUS SERVICE FEE ( LATITUDE ECONOMY CLASS FARE) +++

TKT: 014 9566 213342 NAME: JEPP/JONPAULMR  
CC: EF.  
ISSUED: 31OCT16 FOP: 000102  
PSEUDO: 2GU4 PLATING CARRIER: AC ISO: CA IATA: 67502982  
USE CR FLT CLS DATE BRDOFF TIME ST F/B FARE CPN  
USED AC 455 B 12NOV YOWYYZ 0200P OK OFFE 1  
USED AC 872 O 12NOV YYZFRA 0505P OK OFFE 2  
USED AC 889 V 20NOV LHRYOW 1205P OK VLW4RCE 4  
NVB20NOV NVA20NOV

FARE: CAD 2466.00 TAX: 25.91 CA TAX: 3.51 RC  
TAX: 684.40 XT TOTAL: CAD 3179.82  
REFUNDABLE - REFUNDABLE - CXL FEE  
> -CHGFEE

12NOV YOW AC X/YTO AC FRA Q YOWFRA11.62 1389.05/-LO  
N AC YOW Q11.62 498.13NUC1910.42END ROE1.29081 XT 4  
70.00YQ 119.30GB 68.10UB 27.00SQ  
TOUR CODE: ATL1  
RLOC 1V

>



130 ALBERT ST SUITE 2000, OTTAWA, ON K1P 5G4  
P: 613-755-6000 F: 613-755-6006  
HST no. R897192522 TICO no. 4800003



Page 1 of 2

**McCORD TRAVEL MANAGEMENT****Invoice**

HON. CATHERINE MCKENNA  
MIN. OF ENVIRONMENT & CLIMATE CHANGE  
200 SACR-COEUR 21ME ETAGE MINISTER  
SUITE  
GATINEAU, QC K1A 0H3  
CANADA  
**Passenger(s)** JEPP/JONPAUL MR

Invoice No: 482291  
Invoice Date: 31 Oct 2016  
Client No:  
Agent:  
PNR:

**TERMS AND CONDITIONS**

Out of province medical insurance as well as trip cancellation insurance has been offered to the passengers and declined unless otherwise stated above. The contract permits price increases. No price increases are permitted after the customer has paid in full. If the price increase is more than 7%, except increases resulting from an increase in retail sales tax or GST cumulative increase, the customer has the right to cancel the contract and obtain a full refund.

Passengers are responsible to obtain the necessary documentation(s) such as: (i) Valid passport, (ii) required entry visa, and (iii) medical immunization, vaccination, etc. Please note that entry to another country may be refused even if the required information and travel documents are complete.

Living standards and practices at the destination and standards and conditions there with respect to the provision of utilities, services and accommodation may differ from those found in Canada.

If your travel agent booked via a tour operator, further terms and conditions may be found in the tour operator's brochure.



130 ALBERT ST SUITE 2000, OTTAWA, ON K1P 5G4  
P: 613-755-6000 F: 613-755-6006  
HST no. R897192522 TICO no. 4800003





# McCORD TRAVEL MANAGEMENT

## Invoice

HON. CATHERINE MCKENNA  
MIN. OF ENVIRONMENT & CLIMATE CHANGE  
200 SACR-COEUR 21ME ETAGE MINISTER  
SUITE  
GATINEAU, QC K1A 0H3  
CANADA  
**Passenger(s)** JEPP/JONPAUL MR

Invoice No: 481851  
Invoice Date: 27 Oct 2016  
Client No:  
Agent:  
PNR:

### FLIGHT INFORMATION

A/L	FLIGHT	DEPART DATE/TIME	ARRIVAL DATE/TIME	ITINERARY
LH	01332	13Nov16 10:40 am	13Nov16 01:25 pm	FRANKFURT INTL - MARRAKECH MENARA

REFERENCE / SALE DESCRIPTION	BASE FARE	GST/ HST	OTHER TAXES	TOTAL
Ticket # 9566168616 for JEPP/JONPAUL MR	801.00	0.00	163.50	964.50
Total Fares:				801.00
Total Taxes:				163.50
Invoice Total:				964.50
Payment(s):				
27 Oct 16 Credit Card				964.50
Total Payments:				964.50
Balance Due (CAD):				0.00

+++ AIR TICKET ( ECONOMY CLASS FARE) +++  
+++ SERVICE FEE ON INVOICE 482291 +++

### TERMS AND CONDITIONS

Out of province medical insurance as well as trip cancellation insurance has been offered to the passengers and declined unless otherwise stated above. The contract permits price increases. No price increases are permitted after the customer has paid in full. If the price increase is more than 7%, except increases resulting from an increase in retail sales tax or GST cumulative increase, the customer has the right to cancel the contract and obtain a full refund.

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Living standards and practices at the destination and standards and conditions there with respect to the provision of utilities, services and accommodation may differ from those found in Canada.

If your travel agent booked via a tour operator, further terms and conditions may be found in the tour operator's brochure.



130 ALBERT ST SUITE 2000, OTTAWA, ON K1P 5G4  
P: 613-755-6000 F: 613-755-6006  
HST no. R897192522 TICO no. 4800003



Page 1 of 1

# McCORD TRAVEL MANAGEMENT

## Invoice

HON. CATHERINE MCKENNA  
MIN. OF ENVIRONMENT & CLIMATE CHANGE  
200 SACR-COEUR 21ME ETAGE MINISTER  
SUITE  
GATINEAU, QC K1A 0H3  
CANADA

Invoice No: 482292  
Invoice Date: 31 Oct 2016  
Client No:  
Agent:  
PNR:

Passenger(s) JEPP/JONPAUL MR

### FLIGHT INFORMATION

A/L	FLIGHT	DEPART DATE/TIME	ARRIVAL DATE/TIME	ITINERARY
AT	00804	19Nov16 02:40 pm	19Nov16 06:15 pm	MARRAKECH MENARA - LONDON HEATHROW

REFERENCE / SALE DESCRIPTION	BASE FARE	GST/ HST	OTHER TAXES	TOTAL
Ticket # 9566213343 for JEPP/JONPAUL MR	351.00	0.00	72.90	423.90
Total Fares:				351.00
Total Taxes:				72.90
Invoice Total:				423.90
Payment(s):				
31 Oct 16 Credit Card				423.90
Total Payments:				423.90
Balance Due (CAD):				0.00

+++ AIR TICKET ( ECONOMY CLASS FARE)+++  
+++ SERVICE FEE ON INVOCIE 482291+++

TKT: 147 9566 213343 NAME: JEPP/JONPAUL MR  
CC: PH:  
ISSUED: 31OCT16 FOP: C -000103  
PSEUDO: 2GU4 PLATING CARRIER: AT ISO: CA IATA: 67502982  
USE CR FLT CLS DATE BRDOFF TIME ST F/B FARE CPN  
USED AT 804 K 19NOV RAKLHR 0240P OK KA0W0U1A 1

FARE: MAD 2590 TAX: 46.70 YQ TAX: 13.60 A9  
TAX: 12.60 MA TOTAL: CAD 423.90  
AT ONLY/SUBJECT TO SPL CONDITIONS

19NOV RAK AT LON 266.32NUC266.32END ROE9.72129  
RLOC 1V | 1A 6VV772  
>

### TERMS AND CONDITIONS

Out of province medical insurance as well as trip cancellation insurance has been offered to the passengers and declined unless otherwise stated above. The contract permits price increases. No price increases are permitted after the customer has paid in full. If the price increase is more than 7%, except increases resulting from an increase in retail sales tax or GST cumulative increase, the customer has the right to cancel the contract and obtain a full refund.

Passengers are responsible to obtain the necessary documentation(s) such as: (i) Valid passport, (ii) required entry visa, and (iii) medical immunization, vaccination, etc. Please note that entry to another country may be refused even if the required information and travel documents are complete.

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130 ALBERT ST SUITE 2000, OTTAWA, ON K1P 5G4  
P: 613-755-6000 F: 613-755-6006  
HST no. R897192522 TICO no. 4800003



Page 1 of 1



JON-PAUL JEPP

Room Number 214 /K1  
Arrival Date 19/11/2016 19:27:00  
Departure Date 20/11/2016  
Adult/Child 1/0  
Room Rate 165.00 GBP  
Rate Plan L-GO  
AL:  
Hhonors #  
VAT # 917 8760 84  
Folio No/Che  
Tax Date 20/11/2016  
YOUR P/O #

VAT INVOICE:18729795

Confirmation Number: 3295642071

HILTON LONDON HEATHROW AIRPORT HOTEL 20/11/2016 09:41:49

DATE	DESCRIPTION	ID	REF NO	GUEST CHARGES	CREDIT	BALANCE
19/11/2016	GUEST ROOM		6751481	£165.00		
20/11/2016	VS		6752055		-£207.63	
BALANCE						£0.00

TAX SUMMARY

Taxable Amount (excl VAT) £170.46  
Zero Rated Amount £0.00  
VAT AT 20% £34.09  
Non Taxable Amount £3.08  
Total Amount Payable £207.63

360.09 CAD was paid at the exchange rate of 1.7343

Cardholder has chosen to pay in CAD. This transaction is based on Reuters wholesale interbank exchange rate plus 3 percent international conversion margin. This is not an additional fee and replaces currency conversion charges normally applied. My choice is final. Transactions can also be conducted in GBP. The currency conversion service is provided by FEXCO.

You have earned approximately 2153 Hilton HHonors points for this stay. Hilton HHonors(R) stays are posted within 72 hours of checkout. To check your earnings or book your next stay at more than 3,900

Guest Signature

Please debit my account by the amount indicated above

CREDIT CARD DETAIL

APPR CODE 447085 MERCHANT ID 5422688  
CARD NUMBER VS EXP DATE 06/18  
TRANSACTION ID 6752055 TRANS TYPE Sale

Page: 1

HILTON LONDON HEATHROW AIRPORT

Terminal 4 Heathrow Airport | Hounslow | Middlesex | TW6 3AF | United Kingdom

T: +44 (0)208 759 7755 | F: +44 (0)208 759 7579 | E: frontoffice.heathrow@hilton.com  
hilton.com/heathrow

Adda Hotels t/a Hilton London Heathrow Airport

Registered Office | Adda Hotels | Maple Court

Central Park | Reeds Crescent | Watford | Hertfordshire | WD24 4QQ | England

Incorporated in England

Company Registration No. 879456 | VAT No. 917 8760 84



s.16(2)  
s.19(1)

Traveler Name:	JON-PAUL JEPP
Location:	MARRAKECH LONDON
Dates of travels:	NOV. 12-20, 2016
Meals and Incidentals:	B L D Inc.
Sunday (13th)	
Monday (14th)	✓
Tuesday (15th)	✓
Wednesday (16th)	✓
Thursday (17th)	✓
Friday (18th)	✓
Saturday (19th)	✓
Sunday (20th)	✓
Hotel receipt(s)	286.16
Taxi receipts	41.00
Miscellaneous receipts	30.00 EUR
Traveler Signature	

Please do not include meals that were provided during this trip

BLUE LINE

START: 16 08 END: 16 09

TAXI AMOUNT \$ 35.61

TOTAL : \$ 41.00

VISA SALE :

APPROVAL NUMBER : 473159

\*\*\*PASSENGER COPY\*\*\*

CUSTOMER SERVICE 1 800 443 2812  
INDUSTRYTAXIAB.COM  
TAXIAB



**Lufthansa** A STAR ALLIANCE MEMBER

PASSENGER RECEIPT AVAILABLE VIA [WWW.BOOKING-LUFTHANSA.COM/EMD](http://WWW.BOOKING-LUFTHANSA.COM/EMD)

**LUFTHANSA EMD ITINERARY**

13NOV16 23491193

Name: JEPP/JONPAUL MR 6812/17GS /LUFTHANSA

1ST BAG UPT050LB23KG 62LI158CM Carrier Flight No Class

FRA LH RAK30.00EUR30.00END

Name of passenger: DE 0

**Electronic Miscellaneous Document**

1A/6IQYHY

RFIC/RFISC TO ORG DES

DEPART 1 Flight No 0055 Date FRA RAK

Gate Boarding time Seat

**NOT VALID FOR TRAVEL**

**OR PAYMENT**

Kurzfristig Änderung des Flugsteigs möglich  
Gate changes possible at short notice

Pcs CK/WL Unck. WL Pcs. CK. WL Unck. WL

ICW 2209566168616  
445364  
EUR 30.00

Wir bitten Sie, zur Boardingzeit am Gate zu sein, andernfalls kann Ihr Sitz anderweitig vergeben werden.  
Please be at the gate at boarding time otherwise your seat may be given away

## Out of Pocket Expenses: Details

View Linked Transactions  
Out of Pocket Expenses Copy

Out of Pocket Expense: 18/11/2016

Amount: \$272.41 CAD (Original Amount 2,018.56 MAD)

Meals and incidentals: Marrakech 12-18 NOV

Expenses Coding Approval Summary

### 2) Allowance: Meals, Incidentals & Private Accommodation

This expense type relates to the cost of meals, incidentals and nights with private accommodation for up to 30 days in a single location. Use this to estimate costs on travel requests, or to record the actual out of pocket expense amount on expense reports. One form covers allowances for up to 10 unique destinations in a single trip. If your trip covers more than 10 unique destinations, add another instance of this expense type after you have saved this entry. Use the 2a) Allowance: Meals, Incidentals & Private Accommodation (Extended) expense type to record costs from the 31st day of travel onwards in a single location.

Enter the date range of travel.

Start Date End Date  
12/11/2016 18/11/2016

Select the meals/incidentals/accommodation allowances you want to claim and click Calculate Allowances.

Date	Country / Location	Breakfast	Lunch	Dinner	Incidentals	Private Accommodation
12/11/2016	Morocco - All other locations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13/11/2016	Morocco - All other locations	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14/11/2016	Morocco - All other locations	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
15/11/2016	Morocco - All other locations	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16/11/2016	Morocco - All other locations	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17/11/2016	Morocco - All other locations	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18/11/2016	Morocco - All other locations	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Calculate Allowances

### Summary

Country	Location	Meals	Incidentals	Private Accommodation
Morocco	All other locations	228.87	43.52	0.00

Delete Save Cancel

https://sts-svp.spendvision.com/main/Transaction\_1.asp?transaction\_ref=C1120161206ui... 06/12/2016

## Out of Pocket Expenses: Details

View Linked Transactions  
Out of Pocket Expenses Copy

Out of Pocket Expense: 19/11/2016

Amount: \$0.00 CAD ( Original Amount £0.00 GBP)

Meals and incidentals: Marrakech-London - 19 NOV

Expenses Coding Approval Summary

### 2) Allowance: Meals, Incidentals & Private Accommodation

This expense type relates to the cost of meals, incidentals and nights with private accommodation for up to 30 days in a single location. Use this to estimate costs on travel requests, or to record the actual out of pocket expense amount on expense reports. One form covers allowances for up to 10 unique destinations in a single trip. If your trip covers more than 10 unique destinations, add another instance of this expense type after you have saved this entry. Use the 2a) Allowance: Meals, Incidentals & Private Accommodation (Extended) expense type to record costs from the 31st day of travel onwards in a single location.

Enter the date range of travel

Start Date End Date  
19/11/2016 19/11/2016

Select the meals/incidentals/accommodation allowances you want to claim and click Calculate Allowances.

Date	Country / Location	Breakfast	Lunch	Dinner	Incidentals	Private Accommodation
19/11/2016	Morocco - All other locations	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19/11/2016	United Kingdom - London	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Calculate Allowances

### Summary

Country	Location	Meals	Incidentals	Private Accommodation
United Kingdom	London	68.57	0.00	0.00
Morocco	All other locations	21.44	0.00	0.00

Save

Cancel

[https://sts-svp.spendvision.com/main/transaction\\_1.asp?transaction\\_ref=C1120161206qpj...](https://sts-svp.spendvision.com/main/transaction_1.asp?transaction_ref=C1120161206qpj...) 06/12/2016

## Out of Pocket Expenses: Details

[View Linked Transactions](#)  
Out of Pocket Expenses: Copy

Out of Pocket Expense: 20/11/2016

Amount: \$31 17 CAD ( Original Amount £18 60 GBP)

Meals and incidentals: London (UK)

[Expenses](#)   [Coding](#)   [Approval](#)   [Summary](#)

### 2) Allowance: Meals, Incidentals & Private Accommodation

This expense type relates to the cost of meals, incidentals and nights with private accommodation for up to 30 days in a single location. Use this to estimate costs on travel requests, or to record the actual out of pocket expense amount on expense reports. One form covers allowances for up to 10 unique destinations in a single trip. If your trip covers more than 10 unique destinations, add another instance of this expense type after you have saved this entry. Use the 2a) Allowance: Meals, Incidentals & Private Accommodation (Extended) expense type to record costs from the 31st day of travel onwards in a single location.

Enter the date range of travel.

Start Date      End Date  
20/11/2016      20/11/2016

Select the meals/incidentals/accommodation allowances you want to claim and click Calculate Allowances.

Date	Country / Location	Breakfast	Lunch	Dinner	In
20/11/2016	United Kingdom - London	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Calculate Allowances

### Summary

Country	Location	Meals	Incidentals	Private Accommodation
United Kingdom	London	31.17	0.00	0.00

Delete

Save

Cancel



BANK OF CANADA  
BANQUE DU CANADA

## 10-Year Currency Converter

**Important Notice: Effective 1 March 2017, Bank of Canada exchange rates are changing**

For more information, see the related **press release** (<http://www.bankofcanada.ca/2016/12/bank-canada-announces-details-forthcoming-changes/>), **calculation methodology** (<http://www.bankofcanada.ca/2016/12/calculation-methodology-foreign-exchange-rates/>) and **background information** (<http://www.bankofcanada.ca/rates/exchange/upcoming-changes-published-bank-canada-foreign-exchange-rates/>).

### Terms and Conditions

All Bank of Canada exchange rates are indicative rates only, obtained from averages of aggregated price quotes from financial institutions. Please read our full **Terms and Conditions** (<http://www.bankofcanada.ca/terms/#fx-rates>) for details.

Conversions are based on Bank of Canada nominal noon exchange rates, which are published each business day at about 12:30 ET.

View or save this data in: SDMX, XML, CSV

### View data for the past:

- 1 week
- 2 weeks
- 1 month
- 3 months
- 6 months
- 1 year

### 1.00 CAD ( Canadian Dollar )

#### MAD ( Moroccan dirham )

Low 2016-11-14 7.3584

High 2016-11-21 7.4906

Date	MAD = Moroccan dirham	Exchange rate
2016-11-11	Bank holiday	Bank holiday
2016-11-14	7.36 MAD	7.3584 [0.1359]
2016-11-15	7.42 MAD	7.4184 [0.1348]
2016-11-16	7.46 MAD	7.4627 [0.1340]
2016-11-17	7.47 MAD	7.4738 [0.1338]

$$\begin{array}{l} 13/11: 0.1359 \\ 18/11: 0.1340 \end{array} > 0.2699 \div 2 = \underline{\underline{0.13495}}$$

[http://www.bankofcanada.ca/rates/exchange/10-year-converter/?lookupPage=lookup\\_curr...](http://www.bankofcanada.ca/rates/exchange/10-year-converter/?lookupPage=lookup_curr...) 06/12/2016



Date	MAD = Moroccan dirham	Exchange rate
2016-11-18	7.46 MAD	7.4627 [0.1340]
2016-11-21	7.49 MAD	7.4906 [0.1335]

## See Also

Daily Currency Converter (<http://www.bankofcanada.ca/rates/exchange/daily-converter/>)

## Why is the Currency I'm Looking for Not Listed Here?

The Bank currently collects data for about 55 foreign currencies. This data is intended primarily for people with a research interest in foreign exchange markets, and represents a sampling of currencies from various regions. It is not meant to be an exhaustive listing of all world currencies.

## Are the Exchange Rates Shown Here Accepted by Canada Revenue Agency?

Yes. The Agency accepts Bank of Canada exchange rates as the basis for calculations involving income and expenses that are denominated in foreign currencies.

Jon-Paul Jepp Travel Claim  
Marrakech from November 12 to November 20, 2016

COUNTRY	DATES	HOURS		AIRFARE	OTHER TRANSPORTATION		TOTAL TRANSPORTATION		HOTEL		HOTEL PAID CENTRALLY		TOTAL HOTEL	BREAKFAST		LUNCH		DINNER		TOTAL MEALS	INCIDENTALS		TOTAL MEALS & INCIDENTALS		OTHERS		TOTAL
		Departure	Arrival		Amount	Exchange rate	Total CA	Amount	Exchange rate	Total CA	Amount	Exchange rate		Total CA	Amount	Exchange rate	Total CA	Amount	Exchange rate		Total CA	Amount	Exchange rate	Total CA	Amount	Exchange rate	
Ottawa-Toronto	12/11/2016	2:00 PM	3:07 PM	\$ 4,651.17			\$ 4,651.17																			\$ 4,651.17	
Toronto	12/11/2016	5:05 PM																									
Frankfurt	13/11/2016	6:30 AM																									
Frankfurt-Marrakech	13/11/2016	10:40 AM	1:25 PM		C 30.00	1.4563	43.69			\$ 274.69	1.0000	274.69	274.69			MAD 160.00	0.1350	21.60	MAD 224.00	0.1350	30.24	30.24				30.24	
Marrakech	14/11/2016									\$ 274.69	1.0000	274.69	274.69			MAD 160.00	0.1350	21.60	MAD 224.00	0.1350	30.24	51.84				51.84	
Marrakech	15/11/2016									\$ 274.69	1.0000	274.69	274.69			MAD 160.00	0.1350	21.60	MAD 224.00	0.1350	30.24	51.84				51.84	
Marrakech	16/11/2016									\$ 274.69	1.0000	274.69	274.69			MAD 160.00	0.1350	21.60	MAD 224.00	0.1350	30.24	51.84				51.84	
Marrakech	17/11/2016									\$ 274.69	1.0000	274.69	274.69			MAD 160.00	0.1350	21.60	MAD 224.00	0.1350	30.24	51.84				51.84	
Marrakech	18/11/2016									\$ 274.69	1.0000	274.69	274.69			MAD 160.00	0.1350	21.60	MAD 224.00	0.1350	30.24	51.84				51.84	
Marrakech-London	19/11/2016	2:40 PM	6:15 PM							\$ 274.69	1.0000	274.69	274.69			MAD 160.00	0.1350	21.60	MAD 224.00	0.1350	30.24	51.84				51.84	
London-Ottawa	20/11/2016	12:05 PM	2:55 PM		\$ 41.00	1.0000	41.00						286.16			MAD 160.00	0.1350	21.60	MAD 224.00	0.1350	30.24	51.84				51.84	

AVERAGE EXCHANGE RATE USED FOR MEALS AND INCIDENTALS BASED ON BANK OF CANADA RATES			
Date	Arrival	Departure	Average exchange rate used
11/11/2016	18/11/2016		0.1350

Comments:  
Hotel paid by International Affairs Branch 6 nights @ \$274.69

Name				Reimbursable expenses										Total Reimbursable		Total Travel Costs	
Jepp, Jon-Paul	MIND	AMC458029	12/11/2016	20/11/2016	Plane	Prepaid hotel	Other transportation	Hotel	Incidental	Break fast	Lunch	Dinner	Others				
					\$ 4,651.17	\$ 1,648.14	\$ 84.69	\$ 286.16	\$ 43.55	\$ 31.17	\$ 129.44	\$ 189.53	\$ -	\$ 764.54	\$ 7,063.85		

I have reviewed and approved this report.  
I confirm that I stayed at the Savoy Le Grand Hotel for 6 nights in Marrakech.  
I understand that the amount of \$764.54 is going to be deposited into my bank account as a reimbursement for travel to COP 22. All small amount differences may be attributed to the rounding of exchange rates.



# Relevé - Rapport sur les dépenses

Nom du rapport de dépenses: To attend COP22 with the Minister in Marrakech - November 2016

Nom du voyageur: Jon-Paul Jepp

NIV:

Préparé par: Amanda Herault

Module Politique: M4 : International - avec nuitée

Motif du voyage: Engagement principal des parties - Réunions

Autre objet du voyage:

Nom de la demande de voyage: Marrakech - November 2016

Date de début du déplacement: 12/11/2016

Date de fin du déplacement: 20/11/2016

État d'autorisation du rapport de dépenses: Autorisation requise

Emplacement principal:

Emplacement secondaire:

NAV en ligne: AMC458029

Fiscal Year: 2016-2017

Travel Outside Default Division: N

Code fournisseur:

Événement:

Commentaires:

## Rapport récapitulatif des dépenses

### Résumé du rapport de dépenses

Total des dépenses attribuées :	7,063.73
(Moins) Total des dépenses non remboursables :	6,299.31
Total des dépenses remboursables :	764.42
Montant total dû voyageur :	764.42

### Dépenses non remboursables

Type de dépenses	Date	Montant en devise étrangère	Montant de la taxe	Montant
16) Hébergement commercial	18/11/2016	51495 - 285100 - 0070 - PBJ2 - 2001 - 471063 - A-000941.001		1,648.14
Manual Prepaid				<u>1,648.14</u>
Other				
5) Avion commercial	31/10/2016	51495 - 285100 - 0070 - PBJ2 - 2001 - 471063 - A-000941.001		4,651.17
Manual Prepaid				<u>4,651.17</u>
Air Canada				
Air Canada / Lufthansa / Royal Air Maroc				
Total des dépenses non remboursables (CAD)				6,299.31

#### Dépenses remboursables

Type de dépenses	Date	Montant en devise étrangère	Montant de la taxe	Montant
11) Taxi	20/11/2016	51495 - 285100 - 0070 - PBJ2 - 2001 - 471063 - A-000941.001	ON*TVH 4.39	36.61
		10600 - 0070 - 0000 - - 8050 - -		<u>41.00</u>
From airport to home				
16) Hébergement commercial	20/11/2016	51495 - 285100 - 0070 - PBJ2 - 2001 - 471063 - A-000941.001		286.16
Hilton International		165.00 (GBP)		<u>286.16</u>
2) Indemnités pour hébergement, repas et frais accessoires	19/11/2016	51495 - 285100 - 0070 - PBJ2 - 2001 - 471063 - A-000941.001		68.57
		41.15 (GBP)		<u>68.57</u>
	19/11/2016	51495 - 285100 - 0070 - PBJ2 - 2001 - 471063 - A-000941.001		21.44
		12.87 (GBP)		<u>21.44</u>

Type de dépenses	Date	Montant en devise étrangère	Montant de la taxe	Montant
2) Indemnités pour hébergement, repas et frais accessoires	18/11/2016	51495 - 285100 - 0070 - PBJ2 - 2001 - 471063 - A-000941.001		228.87
		1,695.96 (MAD)		228.87
	18/11/2016	51495 - 285100 - 0070 - PBJ2 - 2001 - 471063 - A-000941.001		43.52
		322.49 (MAD)		43.52
2) Indemnités pour hébergement, repas et frais accessoires	20/11/2016	51495 - 285100 - 0070 - PBJ2 - 2001 - 471063 - A-000941.001		31.17
		18.60 (GBP)		31.17
8) Frais de transport divers	13/11/2016	51495 - 285100 - 0070 - PBJ2 - 2001 - 471063 - A-000941.001		43.69
		30.00 (EUR)		43.69
Total des dépenses remboursables (CAD)				764.42

#### Récapitulatif codes de taxes

TVH	Montant total
10600 - 0070 - 0000 - - 8050 - -	4.39

#### Résumé des codes financiers

Codes financiers	Total HT Taxe	Total TTC Taxe
51495 - 285100 - 0070 - PBJ2 - 2001 - 471063 - A-000941.001	7,059.34	7,063.73

#### Historique d'autorisation

Date et heure	Approbateur	État d'autorisation	Commentaire
---------------	-------------	---------------------	-------------

#### Signatures

Je certifie que les montants faisant l'objet de cette réclamation constituent des dépenses entraînées par des voyages pour affaires officielles.

**Nom du voyageur** *Jon-Paul Jepp*

**Date de soumission** \_\_\_\_\_

Signature

**Nom de l'émetteur de la recommandation** *Myriam Montreuil*

**Date recommandée** \_\_\_\_\_

Signature

Certifié conforme à l'article 34 de la Loi sur la gestion des finances publiques.

**Nom de l'approbateur** *Marlo Raynolds*

**Date d'autorisation** \_\_\_\_\_

Signature

**Nom de la personne responsable du traitement** \_\_\_\_\_

**Date de traitement** \_\_\_\_\_

Signature

## Expense Report Statement

**Expense Report Name:** To attend COP22 in Marrakech - November 2016

**Traveller Name:** Catherine McKenna  
**TIN:**  
**Prepared By:** Amanda Herault  
**Policy Module:** M4 - International - Overnight Stay  
**Trip Purpose:** Core Mandate - Conferences  
**Other Trip Purpose:**  
**Travel Request Name:** Marrakech - November 2016  
**Travel Start Date:** 13/11/2016  
**Travel End Date:** 20/11/2016  
**ER Approval Status:** Approval Required  
**Primary Location:**  
**Secondary Location:**  
  
**Online TAN:** AMC422400  
**Fiscal Year:** 2016-2017  
**Travel Outside Default Division:** N  
**Vendor Code:**  
**Event:**  
**Comments:**

### Expense Report Summary

#### Expense Summary

<b>Total allocated expenses :</b>	<b>5,784.28</b>
(Minus) Total non-reimbursable expenses :	5,506.56
<b>Total reimbursable expenses :</b>	<b>277.72</b>
<b>Total due traveller :</b>	<b>277.72</b>

#### Non-Reimbursable Expenses

Expense Type	Date	Foreign Amount	Tax Amount	Amount
--------------	------	----------------	------------	--------

Expense Type	Date		Foreign Amount	Tax Amount	Amount
16) Commercial Accommodation	18/11/2016	51497 - 285100 - 0070 - PBJ2 - 2001 - 471063 - A-000941.001			1,373.45
Manual Prepaid					<u>1,373.45</u>
Other					
5) Commercial Air	29/10/2016	51497 - 285100 - 0070 - PBJ2 - 2001 - 471063 - A-000941.001			4,133.11
Manual Prepaid					<u>4,133.11</u>
Air Canada					
Air Canada - Economy / Royal Air Morocco - Business / Easy Jet / Air Canada - Business					
Total non-reimbursable expenses (CAD)					5,506.56

#### Reimbursable Expenses

Expense Type	Date		Foreign Amount	Tax Amount	Amount
2) Allowance: Meals, Incidentals & Private Accommodation	19/11/2016	51497 - 285100 - 0070 - PBJ2 - 2001 - 471063 - A-000941.001			228.87
			1,695.96 (MAD)		<u>228.87</u>
2) Allowance: Meals, Incidentals & Private Accommodation	20/11/2016	51497 - 285100 - 0070 - PBJ2 - 2001 - 471063 - A-000941.001			48.85
			29.15 (GBP)		<u>48.85</u>
Total reimbursable expenses (CAD)					277.72

#### Tax Coding Summary

#### Financial Coding Summary

Financial Coding	Total Excl. Tax	Total Incl. Tax
51497 - 285100 - 0070 - PBJ2 - 2001 - 471063 - A-000941.001	5,784.28	5,784.28



## Approval History

Date And Time	Approver	Approval Status	Comment
---------------	----------	-----------------	---------

## Signatures

I certify that the amounts included in this Expense Report were incurred on authorized government business travel.

**Traveller Name** *Catherine McKenna*

**JAN 16 2017**

**Submit Date** \_\_\_\_\_

Signature



**Recommender Name** *Myriam Montreuil*

**Recommended Date** \_\_\_\_\_

Signature

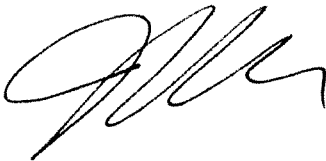
Certified pursuant to section 34 of the Financial Administration Act.

**Approver Name** *Marlo Reynolds*

**JAN 16 2017**

**Approval Date** \_\_\_\_\_

Signature



**Processor Name** \_\_\_\_\_

**Processed Date** \_\_\_\_\_

Signature

## Travel Request

Travel Request Name: Marrakech - November 2016

**Traveller Name:** *Catherine McKenna*

**TIN:**

**Prepared By:** *Amanda Herault*

**Policy Module:** *M4 - International - Overnight Stay*

**Trip Purpose:** *Core Mandate - Conferences*

**Other Trip Purpose:**

**Alternative To Travel:** *Personal attendance required*

**Travel Start Date:** *13/11/2016*

**Travel End Date:** *20/11/2016*

**Approval Status:** *Approved*

**Primary Location:**

**Secondary Location:**

**Online TAN:** *AMC422400*

**Fiscal Year:** *2016-2017*

**Travel Outside Default Division:** *N*

**Blanket Travel Authority Applied:** *No*

**Vendor Code:**

**Custom Field 1:**

**Custom Field 2:**

**Custom Field 3:**

**Custom Field 4:**

**Custom Field 5:**

**Event:**

**Comments:**

*Marrakech - November 2016*

### Travel Request Summary

#### Expense Summary

<b>Total non-reimbursable expenses:</b>	0.00
<b>Total reimbursable expenses:</b>	1,707.31
	<b>1,707.31</b>

#### Advance Summary

<b>Travel advance:</b>	0.00
------------------------	------

#### Reimbursable Expenses

Expense Type		Amount
16) Commercial Accommodation	51497 - 285100 - 0070 - PBJ2 - 2001 - -	1,000.00
Hilton International		
2) Allowance: Meals, Incidentals & Private Accommodation	51497 - 285100 - 0070 - PBJ2 - 2001 - -	707.31
	<b>Total reimbursable expenses</b>	<b>1,707.31</b>

#### Financial Coding Summary

Financial Coding	Total Excl. Tax	Total Incl. Tax
51497 - 285100 - 0070 - PBJ2 - 2001 - -	1,707.31	1,707.31

#### Approval History

Date And Time	Approver	Approval Status	Comment
07/12/2016 13:31:38	Marlo Raynolds	Approved	

#### Itinerary Details

**PNR:**

**Trip Status:** *Quoted*

**Traveller Type:** *Minister*  
**Primary Trip Purpose:** *Core Mandate - Conferences*

**Total Itinerary Cost (CAD) 0.00**

## Signatures

I have access to the Treasury Board Travel Policy (internal policy for separate employers) and accept the terms and conditions of travel that are in accordance with current policy.

**Traveller Name** *Catherine McKenna*

**Submit Date** *07/12/2016*

Signature



Submitted on behalf of the Traveller.

**Delegate Name** *Amanda Hauralt*

**Submit Date** *07/12/2016*

Signature



Certified pursuant to section 32 of the Financial Administration Act.

**Approver Name** *Marlo Raynolds*

**Approval Date** *07/12/2016*

Signature



## McCORD TRAVEL MANAGEMENT

### Invoice

HON. CATHERINE MCKENNA  
MIN. OF ENVIRONMENT & CLIMATE CHANGE  
200 SACR-COEUR 21ME ETAGE MINISTER  
SUITE  
GATINEAU, QC K1A 0H3  
CANADA

Invoice No: 482203  
Invoice Date: 29 Oct 2016  
Client No:  
Agent:  
PNR:

Passenger(s) MCKENNA/CATHERINE MARY MS

#### FLIGHT INFORMATION

A/L	FLIGHT	DEPART DATE/TIME	ARRIVAL DATE/TIME	ITINERARY
AC	00834	13Nov16 06:00 pm	13Nov16 07:15 pm	TORONTO PEARSON - MONTREAL DORVAL

REFERENCE / SALE DESCRIPTION	BASE FARE	GST/ HST	OTHER TAXES	TOTAL
Ticket # 9566168757 for MCKENNA/CATHERINE MARY MS	100.00	17.18	32.12	149.30
BSP CANADA, IATA 0065775108	39.90	2.00	0.00	41.90
Total Fares:				139.90
Total Taxes:				32.12
Total GST/HST:				19.18
Invoice Total:				191.20
Payment(s):				
29 Oct 16 Credit Card				149.30
29 Oct 16 Credit Card				41.90
Total Payments:				191.20
Balance Due (CAD):				0.00

+++ AIR TICKET PLUS SERVICE FEE ( TANGO ECONOMY CLASS FARE) +++

TKT: 014 9566 168757 NAME: MCKENNA/CATHERINEMARYMS  
CC: FF:  
ISSUED: 29OCT16 FOP:  
PSEUDO: 2GU4 PLATING CARRIER: AC ISO: CA IATA: 67502982  
USE CR FLT CLS DATE BRDOFF TIME ST F/B FARE CPN  
USED AC 834 A 13NOV YYZYUL 0600P OK A14ZLTGA 1  
NVB13NOV NVA13NOV

FARE: CAD 100.00 TAX: 7.12 CA TAX: 17.18 RC  
TAX: 25.00 SQ TOTAL: CAD 149.30  
AC ONLY-NON-REF-CHGE FEE

13NOV YTO AC YMQ Q3.00Q3.00 94.00CAD100.00END  
> TOUR CODE: THANKU5  
RLOC 1V

>



130 ALBERT ST SUITE 2000, OTTAWA, ON K1P 5G4  
P: 613-755-6000 F: 613-755-6006  
HST no. R897192522 TICO no. 4800003



Page 1 of 2

**McCORD TRAVEL MANAGEMENT****Invoice**

HON. CATHERINE MCKENNA  
MIN. OF ENVIRONMENT & CLIMATE CHANGE  
200 SACR-COEUR 21ME ETAGE MINISTER  
SUITE  
GATINEAU, QC K1A 0H3  
CANADA

Invoice No: 482203  
Invoice Date: 29 Oct 2016  
Client No:  
Agent:  
PNR:

**Passenger(s)** MCKENNA/CATHERINE MARY MS

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**TERMS AND CONDITIONS**

Out of province medical insurance as well as trip cancellation insurance has been offered to the passengers and declined unless otherwise stated above. The contract permits price increases. No price increases are permitted after the customer has paid in full. If the price increase is more than 7%, except increases resulting from an increase in retail sales tax or GST cumulative increase, the customer has the right to cancel the contract and obtain a full refund.

Passengers are responsible to obtain the necessary documentation(s) such as: (i) Valid passport, (ii) required entry visa, and (iii) medical immunization, vaccination, etc. Please note that entry to another country may be refused even if the required information and travel documents are complete.

Living standards and practices at the destination and standards and conditions there with respect to the provision of utilities, services and accommodation may differ from those found in Canada.

If your travel agent booked via a tour operator, further terms and conditions may be found in the tour operator's brochure.



130 ALBERT ST SUITE 2000, OTTAWA, ON K1P 5G4  
P: 613-755-6000 F: 613-755-6006  
HST no. R897192522 TICO no. 4800003



# McCORD TRAVEL MANAGEMENT

## Invoice

HON. CATHERINE MCKENNA  
MIN. OF ENVIRONMENT & CLIMATE CHANGE  
200 SACR-COEUR 21ME ETAGE MINISTER  
SUITE  
GATINEAU, QC K1A 0H3  
CANADA

Invoice No: 482479  
Invoice Date: 1 Nov 2016  
Client No:  
Agent:  
PNR:

**Passenger(s)** MCKENNA/CATHERINE MARY MS

### FLIGHT INFORMATION

A/L	FLIGHT	DEPART DATE/TIME	ARRIVAL DATE/TIME	ITINERARY
AT	00209	13Nov16 09:15 pm	14Nov16 08:40 am	MONTREAL DORVAL - CASABLANCA MOHAME

REFERENCE / SALE DESCRIPTION	BASE FARE	GST/ HST	OTHER TAXES	TOTAL
BSP CANADA, IATA 0065775155	39.50	1.98	0.00	41.48
Ticket # 9566213414 for MCKENNA/CATHERINE MARY MS	2,812.00	1.25	183.40	2,996.65

Total Fares: 2,851.50

Total Taxes: 180.91

Total GST/HST: 3.23

Total QST: 2.49

**Invoice Total: 3,038.13**

**Payment(s):**

01 Nov 16 Credit Card 41.48

01 Nov 16 Credit Card 2,996.65

**Total Payments: 3,038.13**

**Balance Due (CAD): 0.00**

+++ AIR TICKET PLUS SERVICE FEE ( BUSINESS CLASS FARE) +++

TKT: 147 9566 213414 NAME: MCKENNA/CATHERINE MARY MS  
CC:

ISSUED: 01NOV16 FOP:

PSEUDO: 2GU4 PLATING CARRIER: AT ISO: CA IATA: 67502982  
USE CR FLT CLS DATE BRDOFF TIME ST F/B FARE CPN  
USED AT 209 J 13NOV YULCMN 0915P OK JA0W0YMA 1

FARE: CAD 2812.00 TAX: 25.91 CA TAX: 1.25 XG  
TAX: 157.49 XT TOTAL: CAD 2996.65

13NOV YMQ AT CAS 2178.47NUC2178.47END ROE1.29081 XT  
130.00YQ 25.00SQ 2.49XQ

RLOC 1V 1A 6PB9LB

)>



130 ALBERT ST SUITE 2000, OTTAWA, ON K1P 5G4  
P: 613-755-8000 F: 613-755-8006  
HST no. R897192522 TICO no. 4800003



Page 1 of 2

**McCORD TRAVEL MANAGEMENT****Invoice**

HON. CATHERINE MCKENNA  
MIN. OF ENVIRONMENT & CLIMATE CHANGE  
200 SACR-COEUR 21ME ETAGE MINISTER  
SUITE  
GATINEAU, QC K1A 0H3  
CANADA

Invoice No: 482479  
Invoice Date: 1 Nov 2016  
Client No:  
Agent:  
PNR:

**Passenger(s)** MCKENNA/CATHERINE MARY MS

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**TERMS AND CONDITIONS**

Out of province medical insurance as well as trip cancellation insurance has been offered to the passengers and declined unless otherwise stated above. The contract permits price increases. No price increases are permitted after the customer has paid in full. If the price increase is more than 7%, except increases resulting from an increase in retail sales tax or GST cumulative increase, the customer has the right to cancel the contract and obtain a full refund.

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130 ALBERT ST SUITE 2000, OTTAWA, ON K1P 5G4  
P: 613-755-6000 F: 613-755-6006  
HST no. R897192522 TICO no. 4800003





## McCORD TRAVEL MANAGEMENT

### Invoice

HON. CATHERINE MCKENNA  
MIN. OF ENVIRONMENT & CLIMATE CHANGE  
200 SACR-COEUR 21ME ETAGE MINISTER  
SUITE  
GATINEAU, QC K1A 0H3  
CANADA

Invoice No: 482293  
Invoice Date: 31 Oct 2016  
Client No:  
Agent:  
PNR:

**Passenger(s)** MCKENNA/CATHERINE MARY MS

#### FLIGHT INFORMATION

A/L	FLIGHT	DEPART DATE/TIME	ARRIVAL DATE/TIME	ITINERARY
AT	00403	14Nov16 10:20 am	14Nov16 11:10 am	CASABLANCA MOHAMED V. - MARRAKECH ME

REFERENCE / SALE DESCRIPTION	BASE FARE	GST/ HST	OTHER TAXES	TOTAL
Ticket # 9566213344 for MCKENNA/CATHERINE MARY MS	203.00	0.00	10.40	213.40
Total Fares:				203.00
Total Taxes:				10.40
<b>Invoice Total:</b>				<b>213.40</b>
<b>Payment(s):</b>				
31 Oct 16 Credit Card				213.40
<b>Total Payments:</b>				<b>213.40</b>
<b>Balance Due (CAD):</b>				<b>0.00</b>

+++ AIR TICKET ( ECONOMY CLASS FARE) +++  
+++ SERVICE FEE ON INVOICE 482479 +++

TKT: 147 9566 213344 NAME: MCKENNA/CATHERINE MARY MS  
CC:  
ISSUED: 31OCT16 FOP:  
PSEUDO: 2GU4 PLATING CARRIER: AT ISO: CA IATA: 67502982  
USE CR FLT CLS DATE BRDOFF TIME ST F/B FARE CPN  
USED AT 403 B 14NOV CMNRAK 1020A OK BOWD 1

FARE: MAD 1500 TAX: 10.40 MA TAX:  
TAX: TOTAL: CAD 213.40

14NOV CAS AT RAK Q240 1260MAD1500END  
RLOC 1V

>



130 ALBERT ST SUITE 2000, OTTAWA, ON K1P 5G4  
P: 613-755-6000 F: 613-755-6006  
HST no. R897192522 TICO no. 4800003



Page 1 of 2

**McCORD TRAVEL MANAGEMENT****Invoice**

HON. CATHERINE MCKENNA  
MIN. OF ENVIRONMENT & CLIMATE CHANGE  
200 SACR-COEUR 21ME ETAGE MINISTER  
SUITE  
GATINEAU, QC K1A 0H3  
CANADA

Invoice No: 482293  
Invoice Date: 31 Oct 2016  
Client No:  
Agent:  
PNR:

**Passenger(s)** MCKENNA/CATHERINE MARY MS

---

**TERMS AND CONDITIONS**

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Passengers are responsible to obtain the necessary documentation(s) such as: (i) Valid passport, (ii) required entry visa, and (iii) medical immunization, vaccination, etc. Please note that entry to another country may be refused even if the required information and travel documents are complete.

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130 ALBERT ST SUITE 2000, OTTAWA, ON K1P 5G4  
P: 613-755-6000 F: 613-755-6006  
HST no. R897192522 TICO no. 4800003



Page 2 of 2

**McCORD TRAVEL MANAGEMENT****Invoice**

HON. CATHERINE MCKENNA  
MIN. OF ENVIRONMENT & CLIMATE CHANGE  
200 SACR-COEUR 21ME ETAGE MINISTER  
SUITE  
GATINEAU, QC K1A 0H3  
CANADA

Invoice No: 483951  
Invoice Date: 13 Nov 2016  
Client No:  
Agent:  
PNR:

**Passenger(s)** MCKENNA/CATHERINE MARY MS

**FLIGHT INFORMATION**

A/L	FLIGHT	DEPART DATE/TIME	ARRIVAL DATE/TIME	ITINERARY
U2	08894	19Nov16 12:00 pm	19Nov16 03:40 pm	MARRAKECH MENARA - LONDON GATWICK

REFERENCE / SALE DESCRIPTION	BASE FARE	GST/ HST	OTHER TAXES	TOTAL
EASYJET	460.00	0.00	0.00	460.00
BSP CANADA, IATA 0065778016	39.90	2.00	0.00	41.90
Total Fares:				499.90
Total Taxes:				0.00
Total GST/HST:				2.00
<b>Invoice Total:</b>				<b>501.90</b>
<b>Payment(s):</b>				
13 Nov 16 Credit Card				460.00
13 Nov 16 Credit Card				41.90
<b>Total Payments:</b>				<b>501.90</b>
<b>Balance Due (CAD):</b>				<b>0.00</b>

+++ AIR TICKET PLUS SERVICE FEE +++

**TERMS AND CONDITIONS**

Out of province medical insurance as well as trip cancellation insurance has been offered to the passengers and declined unless otherwise stated above. The contract permits price increases. No price increases are permitted after the customer has paid in full. If the price increase is more than 7%, except increases resulting from an increase in retail sales tax or GST cumulative increase, the customer has the right to cancel the contract and obtain a full refund.

Passengers are responsible to obtain the necessary documentation(s) such as: (i) Valid passport, (ii) required entry visa, and (iii) medical immunization, vaccination, etc. Please note that entry to another country may be refused even if the required information and travel documents are complete.

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130 ALBERT ST SUITE 2000, OTTAWA, ON K1P 5G4  
P: 613-755-6000 F: 613-755-6006  
HST no. R897192522 TICO no. 4800003



Page 1 of 1

## McCORD TRAVEL MANAGEMENT

### Invoice

HON. CATHERINE MCKENNA  
MIN. OF ENVIRONMENT & CLIMATE CHANGE  
200 SACR-COEUR 21ME ETAGE MINISTER  
SUITE  
GATINEAU, QC K1A 0H3  
CANADA

Invoice No: 482294  
Invoice Date: 31 Oct 2016  
Client No:  
Agent:  
PNR:

**Passenger(s)** MCKENNA/CATHERINE MARY MS

#### FLIGHT INFORMATION

A/L	FLIGHT	DEPART DATE/TIME	ARRIVAL DATE/TIME	ITINERARY
AT	00804	19Nov16 02:40 pm	19Nov16 06:15 pm	MARRAKECH MENARA - LONDON HEATHROW

REFERENCE / SALE DESCRIPTION	BASE FARE	GST/ HST	OTHER TAXES	TOTAL
BSP CANADA, IATA 0065775156	39.50	1.98	0.00	41.48
Ticket # 9566213345 for MCKENNA/CATHERINE MARY MS	-304.00	0.00	-72.90	-376.90
Ticket # 9566213345 for MCKENNA/CATHERINE MARY MS	304.00	0.00	72.90	376.90

Total Fares:	39.50
Total Taxes:	0.00
Total GST/HST:	1.98
Penalties:	147.00
<b>Invoice Total:</b>	<b>188.48</b>
<b>Payment(s):</b>	
31 Oct 16 Credit Card	41.48
13 Nov 16 Credit Card	-229.90
31 Oct 16 Credit Card	376.90
<b>Total Payments:</b>	<b>188.48</b>
<b>Balance Due (CAD):</b>	<b>0.00</b>

+++ TICKET REFUNDED/ LESS PENALTY AND SERVICE FEE +++

TKT: 147 9566 213345 NAME: MCKENNA/CATHERINE MARY MS  
CC:  
ISSUED: 31OCT16 FOP: 010754  
PSEUDO: 2GU4 PLATING CARRIER: AI ISO: CA IATA: 67502982  
USE CR FLT CLS DATE BRDOFF TIME ST F/B FARE CPN  
RFND AT 804 H 19NOV RAKLHR 0240P OK HA0W0U1A 1

FARE: MAD 2245 TAX: 46.70 YQ TAX: 13.60 A9  
TAX: 12.60 MA TOTAL: CAD 376.90  
AT ONLY/SUBJECT TO SPL CONDITIONS

19NOV RAK AT LON 230.62NUC230.62END ROE9.72129  
RLOC 1V  
)>



130 ALBERT ST SUITE 2000, OTTAWA, ON K1P 5G4  
P: 613-755-6000 F: 613-755-6006  
HST no. R897192522 TICO no. 4800003



Page 1 of 2

**McCORD TRAVEL MANAGEMENT****Invoice**

HON. CATHERINE MCKENNA  
MIN. OF ENVIRONMENT & CLIMATE CHANGE  
200 SACR-COEUR 21ME ETAGE MINISTER  
SUITE  
GATINEAU, QC K1A 0H3  
CANADA  
**Passenger(s)** MCKENNA/CATHERINE MARY MS

Invoice No: 482294  
Invoice Date: 31 Oct 2016  
Client No:  
Agent:  
PNR:

**TERMS AND CONDITIONS**

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130 ALBERT ST SUITE 2000, OTTAWA, ON K1P 5G4  
P: 613-755-8000 F: 613-755-8006  
HST no. R897192522 TICO no. 4800003



**McCORD TRAVEL MANAGEMENT****Invoice**

HON. CATHERINE MCKENNA  
MIN. OF ENVIRONMENT & CLIMATE CHANGE  
200 SACR-COEUR 21ME ETAGE MINISTER  
SUITE  
GATINEAU, QC K1A 0H3  
CANADA

Invoice No: 481953  
Invoice Date: 27 Oct 2016  
Client No:  
Agent:  
PNR:

**Passenger(s)** MCKENNA/CATHERINE MARY MS

**FLIGHT INFORMATION**

A/L	FLIGHT	DEPART DATE/TIME	ARRIVAL DATE/TIME	ITINERARY
AC	00889	20Nov16 12:05 pm	20Nov16 02:55 pm	LONDON HEATHROW - OTTAWA INTL

REFERENCE / SALE DESCRIPTION	BASE FARE	GST/ HST	OTHER TAXES	TOTAL
AIR CANADA 2169087635	0.00	0.00	0.00	0.00
Total Fares:				0.00
Total Taxes:				0.00
<b>Invoice Total:</b>				<b>0.00</b>
<b>Payment(s):</b>				
<b>Balance Due (CAD):</b>				<b>0.00</b>

+++ AIR CANADA FLIGHT PASS PREPAID TICKET PLUS SERVICE FEE +++

EUROPE AND MOROCCO- EASTERN CANADA BUSINESS CLASS PASS REF 0140851377580  
1 CREDIT USED  
ONE WAY FLIGHT CREDIT VALUED AT: 2765.00  
PREPAID SERVICE FEE 34.00 PLUS 1.70 GST TTL 35.70

NAME: MCKENNA/CATHERINE MS TKT: 014 21 69087635 1  
FF: REF: KKEHZE  
CP CR FLT CL DATE BRD OFF TIME ST FARE BASIS BGA CPST  
1. AC 889 C 20NOV16 LHR YOW 1205 OK CEXCONF 2PC USED  
FR: CAD 2224.30 TX: TX: GB 237.70  
TX: XT 303.00  
EQ:  
TL: CAD 2765.00  
FARE CALCULATION  
20NOV16LON AC YOW2224.30CAD2224.30 END ROE1.00 XT67.80UB  
235.20YQ  
FOP: AGT67502980/001/MITC#00  
FOP: NONREF BKLT-\*\*\*\*\*7580-1  
END: BKLT 21NOV16/\*\*\*\*\*7580  
62990476/27OCT16/YWGAWAC / WW  
WINNIPEG /CANADA



130 ALBERT ST SUITE 2000, OTTAWA, ON K1P 5G4  
P: 613-755-8000 F: 613-755-8006  
HST no. R897192522 TICO no. 4800003



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**McCORD TRAVEL MANAGEMENT****Invoice**

HON. CATHERINE MCKENNA  
MIN. OF ENVIRONMENT & CLIMATE CHANGE  
200 SACR-COEUR 21ME ETAGE MINISTER  
SUITE  
GATINEAU, QC K1A 0H3  
CANADA

Invoice No: 481953  
Invoice Date: 27 Oct 2016  
Client No:  
Agent:  
PNR:

**Passenger(s)** MCKENNA/CATHERINE MARY MS

---

**TERMS AND CONDITIONS**

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P: 613-755-6000 F: 613-755-6006  
HST no. R897192522 TICO no. 4800003



## Flight booking Details

Page 1 of 1

AIR CANADA 

mccord travel management | IATA / TIDS:

| Agency ID: 001 | My Profile | Sign out

Canada Edition | Français | Contact Us

Book Travel

Manage My Bookings

Agent Reference

Information &amp; Services

Business Travel

## My Flight Pass

**Europe and Morocco - Eastern Canada Business Class 6 credits**  
Reference No.: 0140851377580[Return to My Flight Passes](#)[View Flight Pass Bookings](#)

Europe Pass Eastern Business Class Lo

Start Date: Saturday November 21, 2015  
Expiry Date: **Monday November 21, 2016**  
Owner: **Catherine Mckenna**  
Company:  
Status: Expired6 Credits  
Used

0 Flight Credits Remaining

Grand Total: **16,590.00 CAD** (Taxes, fees, charges and surcharges included)

Passengers

Booking History

Options

## Booking History

## Search Options:

- ☒ View all Bookings
- ☐ Search by Traveller Details:
- ☐ Search by Passenger Last Name:
- ☐ Search by Departure Date: Select  DD/MM/YYYY

SEARCH

## Booking History Results

[All](#) | [Future Bookings](#) | [Past Bookings](#) | [Cancelled Bookings](#)[Print](#) | [Download](#)

Booking Reference	Booked By	Passenger(s)	Traveller Details	Departure Date	From	To
KKEHZE (1 credit(s))	6750298 (27-Oct 2016)	C. MCKENNA		20-Nov 2016	London Heathrow (GB)	Ottawa (ON)
KJ2JYR (1 credit(s))	6750298 (18-Jan 2016)	C. MCKENNA		24-Jan 2016 24-Jan 2016	Geneva (CH) Montreal Trudeau (PQ)	Montreal Trudeau (PQ) Ottawa (ON)
NM4CIM (2 credit(s))	6750298 (23-Nov 2015)	C. MCKENNA		5-Dec 2015 5-Dec 2015 13-Dec 2015 13-Dec 2015	Ottawa (ON) Montreal Trudeau (PQ) Paris Charles De Gaulle (FR) Montreal Trudeau (PQ)	Montreal Trudeau (PQ) Paris Charles De Gaulle (FR) Montreal Trudeau (PQ) Ottawa (ON)
LR75PR (1 credit(s))	6750298 (27-Nov 2015)	C. MCKENNA		2-Dec 2015 2-Dec 2015	Paris Charles De Gaulle (FR) Toronto Pearson (ON)	Toronto Pearson (ON) Ottawa (ON)
PEBEXI (1 credit(s))	6750298 (22-Nov 2015)	C. MCKENNA		27-Nov 2015 27-Nov 2015	Ottawa (ON) Montreal Trudeau (PQ)	Montreal Trudeau (PQ) Paris Charles De Gaulle (FR)

Page — 1



Traveler Name:	McKenna			
Location:	Morocco			
Dates of travels:	13/11 - 20/11			
Meals and Incidentals:	B	L	D	Inc.
Monday 14		✓	✓	
Tuesday 15		✓	✓	
Wednesday 16		✓		
Thursday 17		✓	✓	
Friday 18		✓	✓	
Saturday 19				
Sunday 20				✓
Hotel receipt(s)				
Taxi receipts	Nil			
Miscellaneous receipts	Nil			
Traveler Signature				

Please do not include meals that were  
provided during this trip

## Transaction

### Out of Pocket Expenses: Details

[View Linked Transactions](#)  
[Out of Pocket Expenses](#) [Copy](#)

Out of Pocket Expense: 19/11/2016

Amount: \$228.87 CAD ( Original Amount 1,696.00 MAD)

Meals and inc.: Marrakech (13-19 NOV)

Expenses Coding Approval Summary

#### 2) Allowance: Meals, Incidentals & Private Accommodation

This expense type relates to the cost of meals, incidentals and nights with private accommodation for up to 30 days in a single location. Use this to estimate costs on travel requests, or to record the actual out of pocket expense amount on expense reports. One form covers allowances for up to 10 unique destinations in a single trip. If your trip covers more than 10 unique destinations, add another instance of this expense type after you have saved this entry. Use the 2a) Allowance: Meals, Incidentals & Private Accommodation (Extended) expense type to record costs from the 31st day of travel onwards in a single location.

Enter the date range of travel

Start Date End Date  
 13/11/2016 19/11/2016

Select the meals/incidentals/accommodation allowances you want to claim and click Calculate Allowances

Date	Country / Location	Breakfast	Lunch	Dinner	Incidentals	Private Accommodation
13/11/2016	Canada - Ontario	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14/11/2016	Morocco - All other locations	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15/11/2016	Morocco - All other locations	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16/11/2016	Morocco - All other locations	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17/11/2016	Morocco - All other locations	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18/11/2016	Morocco - All other locations	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19/11/2016	Morocco - All other locations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Calculate Allowances

#### Summary

Country	Location	Meals	Incidentals	Private Accommodation
Canada	Ontario	0.00	0.00	0.00
Morocco	All other locations	228.87	0.00	0.00

## Transaction

### Out of Pocket Expenses: Details

[View Linked Transactions](#)  
Out of Pocket Expenses: Copy

Out of Pocket Expense: 20/11/2016

Amount: \$0 00 CAD ( Original Amount £0 00 GBP)

Meals and inc.: London (20 Nov)

[Expenses](#) [Coding](#) [Approval](#) [Summary](#)

#### 2) Allowance: Meals, Incidentals & Private Accommodation

This expense type relates to the cost of meals, incidentals and nights with private accommodation for up to 30 days in a single location. Use this to estimate costs on travel requests, or to record the actual out of pocket expense amount on expense reports. One form covers allowances for up to 10 unique destinations in a single trip. If your trip covers more than 10 unique destinations, add another instance of this expense type after you have saved this entry. Use the 2a) Allowance: Meals, Incidentals & Private Accommodation (Extended) expense type to record costs from the 31st day of travel onwards in a single location.

Enter the date range of travel.

Start Date      End Date  
20/11/2016      20/11/2016

Select the meals/incidentals/accommodation allowances you want to claim and click Calculate Allowances

Date	Country / Location	Breakfast	Lunch	Dinner	Incidentals	Private Accommodation
20/11/2016	United Kingdom - London	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

[Calculate Allowances](#)

#### Summary

Country	Location	Meals	Incidentals	Private Accommodation
United Kingdom	London	0.00	48.86	0.00

[Save](#)

[Cancel](#)



BANK OF CANADA  
BANQUE DU CANADA

## 10-Year Currency Converter

**Important Notice: Effective 1 March 2017, Bank of Canada exchange rates are changing**

For more information, see the related **press release** (<http://www.bankofcanada.ca/2016/12/bank-canada-announces-details-forthcoming-changes/>), **calculation methodology** (<http://www.bankofcanada.ca/2016/12/calculation-methodology-foreign-exchange-rates/>) and **background information** (<http://www.bankofcanada.ca/rates/exchange/upcoming-changes-published-bank-canada-foreign-exchange-rates/>).

### Terms and Conditions

All Bank of Canada exchange rates are indicative rates only, obtained from averages of aggregated price quotes from financial institutions. Please read our full **Terms and Conditions** (<http://www.bankofcanada.ca/terms/#fx-rates>) for details.

Conversions are based on Bank of Canada nominal noon exchange rates, which are published each business day at about 12:30 ET.

View or save this data in: SDMX, XML, CSV

### View data for the past:

- 1 week
- 2 weeks
- 1 month
- 3 months
- 6 months
- 1 year

### 1.00 CAD ( Canadian Dollar )

#### MAD ( Moroccan dirham )

Low 2016-11-14 7.3584

High 2016-11-21 7.4906

Date	MAD = Moroccan dirham	Exchange rate
2016-11-11	Bank holiday	Bank holiday
2016-11-14	7.36 MAD	7.3584 [0.1359]
2016-11-15	7.42 MAD	7.4184 [0.1348]
2016-11-16	7.46 MAD	7.4627 [0.1340]
2016-11-17	7.47 MAD	7.4738 [0.1338]

$$\begin{array}{l} 14/11: 0.1359 \\ 18/11: 0.1340 \end{array} > 0.2699 \div 2 = \underline{\underline{0.13495}}$$

## 10-Year Currency Converter - Bank of Canada

Date	MAD = Moroccan dirham	Exchange rate
2016-11-18	7.46 MAD	7.4627 [0.1340]
2016-11-21	7.49 MAD	7.4906 [0.1335]

### See Also

Daily Currency Converter (<http://www.bankofcanada.ca/rates/exchange/daily-converter/>)

### Why is the Currency I'm Looking for Not Listed Here?

The Bank currently collects data for about 55 foreign currencies. This data is intended primarily for people with a research interest in foreign exchange markets, and represents a sampling of currencies from various regions. It is not meant to be an exhaustive listing of all world currencies.

### Are the Exchange Rates Shown Here Accepted by Canada Revenue Agency?

Yes. The Agency accepts Bank of Canada exchange rates as the basis for calculations involving income and expenses that are denominated in foreign currencies.

Catherine McKenna Travel Claim  
Marrakech from November 13 to November 20, 2016

COUNTRY	DATES	HOURS		AIRFARE	OTHER TRANSPORTATION		TOTAL TRANSPORTATION		HOTEL		HOTEL PAID CENTRALLY		BREAKFAST		LUNCH		DINNER		TOTAL MEALS		INCIDENTALS		TOTAL MEALS & INCIDENTALS		OTHERS		TOTAL
		Departure	Arrival		Amount	Exchange rate	Total CA	Amount	Exchange rate	Total CA	Amount	Exchange rate	Total CA	Amount	Exchange rate	Total CA	Amount	Exchange rate	Total CA	Amount	Exchange rate	Total CA	Amount	Exchange rate	Total CA	Amount	
Montreal	13/11/2016			\$ 4,133.11			\$ 4,133.11																				\$ 4,133.11
Casablanca	14/11/2016	9:15 PM	8:40 AM																								\$ 51.84
Casablanca-Marrakech	14/11/2016	10:20 AM	11:10 AM																								\$ 51.84
Marrakech	15/11/2016																										\$ 21.60
Marrakech	16/11/2016																										\$ 51.84
Marrakech	17/11/2016																										\$ 51.84
Marrakech	18/11/2016																										\$ 51.84
Marrakech-London	19/11/2016	12:00 PM	3:40 PM																								\$ 51.84
London-Ottawa	20/11/2016	12:05 PM	2:55 PM																								\$ 51.84
																											\$ 48.85
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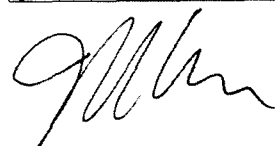
AVERAGE EXCHANGE RATE USED FOR MEALS AND INCIDENTALS (BASED ON BANK OF CANADA RATES)			
Date	Arrival	Departure	Average exchange rate used
14/11/2016	14/11/2016	18/11/2016	0.1350
Exchange rate	0.1350	0.1340	0.1350

Comments:  
Hotel paid by International Affairs Branch 5 nights @ \$274.99

Name	Position	Title	Date	Non-reimbursable expenses		Reimbursable expenses		Total Reimbursable	Total Travel Costs
				Amount	Exchange rate	Amount	Exchange rate		
McKENNA, Catherine	MMHC	MMHC22340	15/11/2016	\$ 4,133.11	\$ 1,373.45	\$	\$ 48.86	\$ 5,209.96	\$ 5,784.38

I have reviewed and approved this report.  
I confirm that I stayed at the Savoy Le Grand Hotel for 5 nights in Marrakech.  
I understand that the amount of \$277.82 is going to be deposited into my bank account as a reimbursement for travel to CDP 22. All small amount differences may be attributed to the rounding of exchange rates.

Signature - Catherine McKenna



## Relevé - Rapport sur les dépenses

Nom du rapport de dépenses: To attend COP22 in Marrakech - November 2016

Nom du voyageur: Catherine McKenna

NIV:

Préparé par: Amanda Herault

Module Politique: M4 : International - avec nuitée

Motif du voyage: Mandat principal - Conférences

Autre objet du voyage:

Nom de la demande de voyage: Marrakech - November 2016

Date de début du déplacement: 13/11/2016

Date de fin du déplacement: 20/11/2016

État d'autorisation du rapport de dépenses: Autorisation requise

Emplacement principal:

Emplacement  
secondaire:

NAV en ligne: AMC422400

Fiscal Year: 2016-2017

Travel Outside Default Division: N

Code fournisseur:

Événement:

Commentaires:

### Rapport récapitulatif des dépenses

#### Résumé du rapport de dépenses

Total des dépenses attribuées :	5,784.28
(Moins) Total des dépenses non remboursables :	5,506.56
Total des dépenses remboursables :	277.72
Montant total dû voyageur :	277.72
Dépenses non remboursables	

Type de dépenses	Date	Montant en devise étrangère	Montant de la taxe	Montant
16) Hébergement commercial	18/11/2016	51497 - 285100 - 0070 - PBJ2 - 2001 - 471063 - A-000941.001		1,373.45
Manual Prepaid				1,373.45
Other				
5) Avion commercial	29/10/2016	51497 - 285100 - 0070 - PBJ2 - 2001 - 471063 - A-000941.001		4,133.11
Manual Prepaid				4,133.11
Air Canada				
Air Canada - Economy / Royal Air Morocco - Business / Easy Jet / Air Canada - Business				
Total des dépenses non remboursables (CAD)				5,506.56

#### Dépenses remboursables

Type de dépenses	Date	Montant en devise étrangère	Montant de la taxe	Montant
2) Indemnités pour hébergement, repas et frais accessoires	19/11/2016	51497 - 285100 - 0070 - PBJ2 - 2001 - 471063 - A-000941.001		228.87
		1,695.96 (MAD)		228.87
2) Indemnités pour hébergement, repas et frais accessoires	20/11/2016	51497 - 285100 - 0070 - PBJ2 - 2001 - 471063 - A-000941.001		48.85
		29.15 (GBP)		48.85
Total des dépenses remboursables (CAD)				277.72

#### Récapitulatif codes de taxes

#### Résumé des codes financiers

Codes financiers	Total HT Taxe	Total TTC Taxe
51497 - 285100 - 0070 - PBJ2 - 2001 - 471063 - A-000941.001	5,784.28	5,784.28



## Historique d'autorisation

Date et heure	Approbateur	État d'autorisation	Commentaire
---------------	-------------	---------------------	-------------

## Signatures

Je certifie que les montants faisant l'objet de cette réclamation constituent des dépenses entraînées par des voyages pour affaires officielles.

**Nom du voyageur** *Catherine McKenna*

**Date de soumission** \_\_\_\_\_

Signature

**Nom de l'émetteur de la recommandation** *Myriam Montreuil*

**Date recommandée** \_\_\_\_\_

Signature

Certifié conforme à l'article 34 de la Loi sur la gestion des finances publiques.

**Nom de l'approbateur** *Marlo Raynolds*

**Date d'autorisation** \_\_\_\_\_

Signature

**Nom de la personne responsable du traitement** \_\_\_\_\_

**Date de traitement** \_\_\_\_\_

Signature

ADU

Expense Report Statement

Expense Report Name: To attend COP22 with the Minister in Marrakech - November 2016

Traveller Name: Mario Raynolds

TIN:

Prepared By: Amanda Herault

Policy Module: M4 - International - Overnight Stay

Trip Purpose: Key Stakeholder Engagement - Meetings

Other Trip Purpose:

Travel Request Name: Marrakech - November 2016

Travel Start Date: 12/11/2016

Travel End Date: 20/11/2016

ER Approval Status: Approval Required

Primary Location:

Secondary Location:

Online TAN: AMC425253

Fiscal Year: 2016-2017

Travel Outside Default Division: N

Vendor Code:

Event:

Comments:

Expense Report Summary

Expense Summary	
Total allocated expenses :	7,108.92
(Minus) Total non-reimbursable expenses :	6,300.26
Total reimbursable expenses :	808.66
Total due traveller :	808.66

Non-Reimbursable Expenses

Expense Type	Date	Foreign Amount	Tax Amount	Amount
--------------	------	----------------	------------	--------

Expense Type	Date	Foreign Amount	Tax Amount	Amount
16) Commercial Accommodation	18/11/2016	51495 - 285100 - 0070 - PBJ2 - 2001 - 471063 - A-000941.001		1,648.14
Manual Prepaid				<u>1,648.14</u>
Other				
5) Commercial Air	29/10/2016	51495 - 285100 - 0070 - PBJ2 - 2001 - 471063 - A-000941.001		4,652.12
Manual Prepaid				<u>4,652.12</u>
Air Canada				
Air Canada / Lufthansa / Royal Air Maroc				
Total non-reimbursable expenses (CAD)				6,300.26

### Reimbursable Expenses

Expense Type	Date	Foreign Amount	Tax Amount	Amount
11) Taxi	12/11/2016	51495 - 285100 - 0070 - PBJ2 - 2001 - 471063 - A-000941.001	ON*HST 4.31	35.94
		10600 - 0070 - 0000 - - 8050 - -		<u>40.25</u>
From home to airport				
16) Commercial Accommodation	20/11/2016	51495 - 285100 - 0070 - PBJ2 - 2001 - 471063 - A-000941.001		276.54
Hilton International		165.00 (GBP)		<u>276.54</u>
2) Allowance: Meals, Incidentals & Private Accommodation	19/11/2016	51495 - 285100 - 0070 - PBJ2 - 2001 - 471063 - A-000941.001		68.57
		511.72 (MAD)		<u>68.57</u>
	19/11/2016	51495 - 285100 - 0070 - PBJ2 - 2001 - 471063 - A-000941.001		21.44
		160.00 (MAD)		<u>21.44</u>
2) Allowance: Meals, Incidentals & Private Accommodation	18/11/2016	51495 - 285100 - 0070 - PBJ2 - 2001 - 471063 - A-000941.001		198.64
		1,471.95 (MAD)		<u>198.64</u>

Expense Type	Date		Foreign Amount	Tax Amount	Amount
	18/11/2016	51495 - 285100 - 0070 - PBJ2 - 2001 - 471063 - A-000941.001			43.52
			322.49 (MAD)		43.52
2) Allowance: Meals, Incidentals & Private Accommodation	20/11/2016	51495 - 285100 - 0070 - PBJ2 - 2001 - 471063 - A-000941.001			83.71
			49.95 (GBP)		83.71
2) Allowance: Meals, Incidentals & Private Accommodation	13/11/2016	51495 - 285100 - 0070 - PBJ2 - 2001 - 471063 - A-000941.001			45.55
			335.17 (MAD)		45.55
	13/11/2016	51495 - 285100 - 0070 - PBJ2 - 2001 - 471063 - A-000941.001			30.44
			223.99 (MAD)		30.44
Total reimbursable expenses (CAD)					808.66

## Tax Coding Summary

HST	Total Amount
10600 - 0070 - 0000 - - 8050 - -	4.31

## Financial Coding Summary

Financial Coding	Total Excl. Tax	Total Incl. Tax
51495 - 285100 - 0070 - PBJ2 - 2001 - 471063 - A-000941.001	7,104.61	7,108.92

## Approval History

Date And Time	Approver	Approval Status	Comment
---------------	----------	-----------------	---------

## Signatures

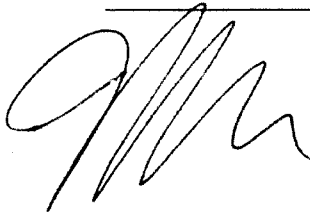
I certify that the amounts included in this Expense Report were incurred on authorized government business travel.

**Traveller Name** *Marlo Reynolds*

**JAN 16 2017**

**Submit Date**

**Signature**



**Recommender Name** *Myriam Montreuil*

**Recommended Date**

**Signature**

Certified pursuant to section 34 of the Financial Administration Act.

**Approver Name** *Catherine McKenna*

**JAN 16 2017**

**Approval Date**

**Signature**



**Processor Name**

**Processed Date**

**Signature**

# Travel Request

## Travel Request Name: Marrakech - November 2016

**Traveller Name:** *Marlo Raynolds*

**TIN:**

**Prepared By:** *Amanda Herault*

**Policy Module:** *M4 - International - Overnight Stay*

**Trip Purpose:** *Key Stakeholder Engagement -  
Meetings*

**Other Trip Purpose:**

**Alternative To Travel:** *Personal attendance required*

**Travel Start Date:** *12/11/2016*

**Travel End Date:** *20/11/2016*

**Approval Status:** *Approved*

**Primary Location:**

**Secondary Location:**

**Online TAN:** *AMC425253*

**Fiscal Year:** *2016-2017*

**Travel Outside Default** *N*

**Division:**

**Blanket Travel Authority** *No*

**Applied:**

**Vendor Code:**

**Custom Field 1:**

**Custom Field 2:**

**Custom Field 3:**

**Custom Field 4:**

**Custom Field 5:**

**Event:**

**Comments:**

*Marrakech - November 2016*

## Travel Request Summary

## Expense Summary

<b>Total non-reimbursable expenses:</b>	0.00
<b>Total reimbursable expenses:</b>	1,845.13
	<b>1,845.13</b>

## Advance Summary

<b>Travel advance:</b>	0.00
------------------------	------

## Reimbursable Expenses

<b>Expense Type</b>		<b>Amount</b>
11) Taxi	51495 - 285100 - 0070 - PBJ2 - 2001 - -	50.00
16) Commercial Accommodation	51495 - 285100 - 0070 - PBJ2 - 2001 - -	1,000.00
Hilton International		
2) Allowance: Meals, Incidentals & Private Accommodation	51495 - 285100 - 0070 - PBJ2 - 2001 - -	795.13
<b>Total reimbursable expenses</b>		<b>1,845.13</b>

## Financial Coding Summary

<b>Financial Coding</b>	<b>Total Excl. Tax</b>	<b>Total Incl. Tax</b>
51495 - 285100 - 0070 - PBJ2 - 2001 - -	1,845.13	1,845.13

## Approval History

<b>Date And Time</b>	<b>Approver</b>	<b>Approval Status</b>	<b>Comment</b>
07/12/2016 11:19:56	Catherine McKenna	Approved	

## Itinerary Details



**PNR:**

**Trip Status:** *Quoted*

**Traveller Type:** *Minister's Exempt Staff*

**Primary Trip Purpose:** *Key Stakeholder Engagement -  
Meetings*

**Total Itinerary Cost (CAD) 0.00**

## Signatures

I have access to the Treasury Board Travel Policy (internal policy for separate employers) and accept the terms and conditions of travel that are in accordance with current policy.

**Traveller Name** *Marlo Raynolds*

**Submit Date** *07/12/2016*

**Signature**



Submitted on behalf of the Traveller.

**Delegate Name** *Amanda Herault*

**Submit Date** *07/12/2016*

**Signature**



Certified pursuant to section 32 of the Financial Administration Act.

**Approver Name** *Catherine McKenna*

**Approval Date** *07/12/2016*

**Signature**



# McCORD TRAVEL MANAGEMENT

## Invoice

HON. CATHERINE MCKENNA  
MIN. OF ENVIRONMENT & CLIMATE CHANGE  
200 SACR-COEUR 21ME ETAGE MINISTER  
SUITE  
GATINEAU, QC K1A 0H3  
CANADA

Invoice No: 482214  
Invoice Date: 29 Oct 2016  
Client No:  
Agent:  
PNR:

Passenger(s) RAYNOLDS/MARLO MR

### FLIGHT INFORMATION

A/L	FLIGHT	DEPART DATE/TIME	ARRIVAL DATE/TIME	ITINERARY
AC	00455	12Nov16 02:00 pm	12Nov16 03:07 pm	OTTAWA INTL - TORONTO PEARSON
AC	00872	12Nov16 05:05 pm	13Nov16 06:30 am	TORONTO PEARSON - FRANKFURT INTL
AC	00889	20Nov16 12:05 pm	20Nov16 02:55 pm	LONDON HEATHROW - OTTAWA INTL

REFERENCE / SALE DESCRIPTION	BASE FARE	GST/ HST	OTHER TAXES	TOTAL
Ticket # 9566168761 for RAYNOLDS/MARLO MR	2,466.00	3.51	710.31	3,179.82
BSP CANADA, IATA 0065775113	79.90	4.00	0.00	83.90
Total Fares:				2,545.90
Total Taxes:				710.31
Total GST/HST:				7.51
Invoice Total:				3,263.72
Payment(s):				
29 Oct 16 Credit Card I				3,179.82
29 Oct 16 Credit Card I				83.90
Total Payments:				3,263.72
Balance Due (CAD):				0.00

+++ AIR TICKET PLUS SERVICE FEE ( LATITUDE ECONOMY CLASS FARE) +++

TKT: 014 9566 168761 NAME: RAYNOLDS/MARLO/ MR  
CC: FF:  
ISSUED: 29OCT16 FOP:( -164926  
PSEUDO: 2GU4 PLATING CARRIER: AC ISO: CA IATA: 67502982  
USE CR FLT CLS DATE BRDOFF TIME ST F/B FARE CPN  
USED AC 455 B 12NOV YOWYYZ 0200P OK OFFE 1  
USED AC 872 O 12NOV YYZFRA 0505P OK OFFE 2  
USED AC 889 V 20NOV LHRYOW 1205P OK VLW4RCE 4  
NVB20NOV NVA20NOV

FARE: CAD 2466.00 TAX: 25.91 CA TAX: 3.51 RC  
TAX: 684.40 XT TOTAL: CAD 3179.82  
REFUNDABLE -REFUNDABLE-CXL FEE  
> -CHG FEE

12NOV YOW AC X/YTO AC FRA Q YOWFRA11.62 1389.05/-LO  
N AC YOW Q11.62 498.13NUC1910.42END ROE1.29081 XT 4  
70.00YQ 119.30GB 68.10UB 27.00SQ  
TOUR CODE: ATL1  
RLOC 1V

>



130 ALBERT ST SUITE 2000, OTTAWA, ON K1P 5G4  
P: 613-755-8000 F: 613-755-8008  
HST no. R897192522 TICO no. 4800003



Page 1 of 2

**McCORD TRAVEL MANAGEMENT****Invoice**

HON. CATHERINE MCKENNA  
MIN. OF ENVIRONMENT & CLIMATE CHANGE  
200 SACR-COEUR 21ME ETAGE MINISTER  
SUITE  
GATINEAU, QC K1A 0H3  
CANADA

Invoice No: 482214  
Invoice Date: 29 Oct 2016  
Client No:  
Agent:  
PNR:

**Passenger(s)** RAYNOLDS/MARLO MR

---

**TERMS AND CONDITIONS**

Out of province medical insurance as well as trip cancellation insurance has been offered to the passengers and declined unless otherwise stated above. The contract permits price increases. No price increases are permitted after the customer has paid in full. If the price increase is more than 7%, except increases resulting from an increase in retail sales tax or GST cumulative increase, the customer has the right to cancel the contract and obtain a full refund.

Passengers are responsible to obtain the necessary documentation(s) such as: (i) Valid passport, (ii) required entry visa, and (iii) medical immunization, vaccination, etc. Please note that entry to another country may be refused even if the required information and travel documents are complete.

Living standards and practices at the destination and standards and conditions there with respect to the provision of utilities, services and accommodation may differ from those found in Canada.

If your travel agent booked via a tour operator, further terms and conditions may be found in the tour operator's brochure.



130 ALBERT ST SUITE 2000, OTTAWA, ON K1P 5G4  
P: 613-755-6000 F: 613-755-6006  
HST no. R897192522 TICO no. 4800003



# Invoice

HON. CATHERINE MCKENNA  
MIN. OF ENVIRONMENT & CLIMATE CHANGE  
200 SACR-COEUR 21ME ETAGE MINISTER  
SUITE  
GATINEAU, QC K1A 0H3  
CANADA

Invoice No: 481852  
Invoice Date: 27 Oct 2016  
Client No:  
Agent:  
PNR:

Passenger(s) RAYNOLDS/MARLO MR

## FLIGHT INFORMATION

A/L	FLIGHT	DEPART DATE/TIME	ARRIVAL DATE/TIME	ITINERARY
LH	01332	13Nov16 10:40 am	13Nov16 01:25 pm	FRANKFURT INTL - MARRAKECH MENARA

REFERENCE / SALE DESCRIPTION	BASE FARE	GST/ HST	OTHER TAXES	TOTAL
Ticket # 9566168617 for RAYNOLDS/MARLO MR	801.00	0.00	163.50	964.50
Total Fares:				801.00
Total Taxes:				163.50
Invoice Total:				964.50
Payment(s):				
27 Oct 16 Credit Card				964.50
Total Payments:				964.50
Balance Due (CAD):				0.00

+++ AIR TICKET ( ECONOMY CLASS FARE) +++  
+++ SERVICE FEE ON INVOICE 482214 +++

TKT: 220 9566 168617 NAME: RAYNOLDS/MARLO MR  
CC FF: 1  
ISSUED: 27OCT16 FOP: 000252  
PSEUDO: 2GU4 PLATING CARRIER: LH ISO: CA IATA: 67502982  
USE CR FLT CLS DATE BRDOFF TIME ST F/B FARE CPN  
USED LH 1332 Y 13NOV FRARAK 1040A OK Y61LGT9A 1  
NVB13NOV NVA13NOV

FARE: EUR 552.00 TAX: 58.00 YQ TAX: 45.20 RA  
TAX: 60.30 XT TOTAL: CAD 964.50  
FARE RESTRICTION APPLY

13NOV FRA LH RAK 619.47NUC619.47END ROE0.891079 XT  
> 23.20YR 13.20DE 13.20OB 10.70OY  
RLOC 1V 1A 8IK5TU

>



130 ALBERT ST SUITE 2000, OTTAWA, ON K1P 5G4  
P: 613-755-6000 F: 613-755-6006  
HST no. R897192522 TICO no 4800003



Page 1 of 2

**McCORD TRAVEL MANAGEMENT****Invoice**

HON. CATHERINE MCKENNA  
MIN. OF ENVIRONMENT & CLIMATE CHANGE  
200 SACR-COEUR 21ME ETAGE MINISTER  
SUITE  
GATINEAU, QC K1A 0H3  
CANADA

Invoice No: 481852  
Invoice Date: 27 Oct 2016  
Client No:  
Agent:  
PNR:

**Passenger(s)** RAYNOLDS/MARLO MR

---

**TERMS AND CONDITIONS**

Out of province medical insurance as well as trip cancellation insurance has been offered to the passengers and declined unless otherwise stated above. The contract permits price increases. No price increases are permitted after the customer has paid in full. If the price increase is more than 7%, except increases resulting from an increase in retail sales tax or GST cumulative increase, the customer has the right to cancel the contract and obtain a full refund.

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Living standards and practices at the destination and standards and conditions there with respect to the provision of utilities, services and accommodation may differ from those found in Canada.

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130 ALBERT ST SUITE 2000, OTTAWA, ON K1P 5G4  
P: 613-755-6000 F: 613-755-6006  
HST no. R897192522 TICO no. 4800003



Page 2 of 2

Invoice

HON. CATHERINE MCKENNA  
MIN. OF ENVIRONMENT & CLIMATE CHANGE  
200 SACR-COEUR 21ME ETAGE MINISTER  
SUITE  
GATINEAU, QC K1A 0H3  
CANADA

Invoice No: 482215  
Invoice Date: 29 Oct 2016  
Client No:  
Agent:  
PNR:

Passenger(s) RAYNOLDS/MARLO MR

FLIGHT INFORMATION

A/L	FLIGHT	DEPART DATE/TIME	ARRIVAL DATE/TIME	ITINERARY
AT	00804	19Nov16 02:40 pm	19Nov16 06:15 pm	MARRAKECH MENARA - LONDON HEATHROW

REFERENCE / SALE DESCRIPTION	BASE FARE	GST/ HST	OTHER TAXES	TOTAL
Ticket # 9566168762 for RAYNOLDS/MARLO MR	351.00	0.00	72.90	423.90
Total Fares:				351.00
Total Taxes:				72.90
Invoice Total:				423.90
Payment(s):				
29 Oct 16 Credit Card				423.90
Total Payments:				423.90
Balance Due (CAD):				0.00

+++ AIR TICKET ( ECONOMY CLASS FARE) +++  
+++ SERVICE FEE ON INVOICE 482214 +++

TKT: 147 9566 168762 NAME: RAYNOLDS/MARLO MR  
CC: PH: 819  
ISSUED: 29OCT16 FOP:( 165045  
PSEUDO: 2GU4 PLATING CARRIER: AT ISO: CA IATA: 67502982  
USE CR FLT CLS DATE BRDOFF TIME ST F/B FARE CPN  
USED AT 804 K 19NOV RAKLHR 0240P OK KA0W0U1A 1

FARE: MAD 2590 TAX: 46.70 YQ TAX: 13.60 A9  
TAX: 12.60 MA TOTAL: CAD 423.90  
AT ONLY/SUBJECT TO SPL CONDITIONS

19NOV RAK AT LON 266.32NUC266.32END ROE9.72129  
RLOC 1V 1A 6PF389  
)>



130 ALBERT ST SUITE 2000, OTTAWA, ON K1P 5G4  
P: 613-755-6000 F: 613-755-6006  
HST no. R897192522 TICO no. 4800003



**McCORD TRAVEL MANAGEMENT****Invoice**

HON. CATHERINE MCKENNA  
MIN. OF ENVIRONMENT & CLIMATE CHANGE  
200 SACR-COEUR 21ME ETAGE MINISTER  
SUITE  
GATINEAU, QC K1A 0H3  
CANADA

Invoice No: 482215  
Invoice Date: 29 Oct 2016  
Client No:  
Agent:  
PNR:

**Passenger(s)** RAYNOLDS/MARLO MR

---

**TERMS AND CONDITIONS**

Out of province medical insurance as well as trip cancellation insurance has been offered to the passengers and declined unless otherwise stated above. The contract permits price increases. No price increases are permitted after the customer has paid in full. If the price increase is more than 7%, except increases resulting from an increase in retail sales tax or GST cumulative increase, the customer has the right to cancel the contract and obtain a full refund.

Passengers are responsible to obtain the necessary documentation(s) such as: (i) Valid passport, (ii) required entry visa, and (iii) medical immunization, vaccination, etc. Please note that entry to another country may be refused even if the required information and travel documents are complete.

Living standards and practices at the destination and standards and conditions there with respect to the provision of utilities, services and accommodation may differ from those found in Canada.

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130 ALBERT ST SUITE 2000, OTTAWA, ON K1P 5G4  
P: 613-755-8000 F: 613-755-8006  
HST no. R897192522 TICO no. 4800003





MARLO RAYNOLDS

Room Number 533 /K1D  
Arrival Date 19/11/2016 19:27:00  
Departure Date 20/11/2016  
Adult/Child 1/0  
Room Rate 165 00 GBP  
Rate Plan L-GO  
AL:  
HHonors #  
VAT # 917 8760 84  
Folio No/Che  
Tax Date 20/11/2016

COPY OF VAT INVOICE:18729798  
Confirmation Number: 3301848739

HILTON LONDON HEATHROW AIRPORT HOTEL 20/11/2016 09:56:00

DATE	DESCRIPTION	ID	REF NO	GUEST CHARGES	CREDIT	BALANCE
19/11/2016	GUEST ROOM		6751733	£165 00		
20/11/2016			6752063		-£165.00	
BALANCE						£0.00

TAX SUMMARY

Taxable Amount (excl VAT) £137.50  
Zero Rated Amount £0 00  
VAT AT 20% £27.50  
Non Taxable Amount £0.00  
Total Amount Payable £165 00

Cardholder has chosen to pay in CAD. This transaction is based on Reuters wholesale interbank exchange rate plus 3 percent international conversion margin. This is not and additional fee and replaces currency conversion charges normally applied. My choice is final. Transactions can also be conducted in GBP. The currency conversion service is provided by FEXCO.

You have earned approximately 1980 Hilton HHonors points for this stay. Hilton HHonors(R) stays are posted within 72 hours of checkout. To check your earnings or book your next stay at more than 3,900

Guest Signature \_\_\_\_\_

Please debit my account by the amount indicated above.

CREDIT CARD DETAIL

APPR CODE 088731 MERCHANT ID 5422688  
CARD NUMBER EXP DATE 03/17  
TRANSACTION ID 6752063 TRANS TYPE Sale

Page:1

HILTON LONDON HEATHROW AIRPORT

Terminal 4 Heathrow Airport | Hounslow | Middlesex | TW6 3AF | United Kingdom

T: +44 (0)208 759 7755 | F: +44 (0)208 759 7579 | E: frontoffice.heathrow@hilton.com

hilton.com/heathrow

Adda Hotels t/a Hilton London Heathrow Airport

Registered Office | Adda Hotels | Maple Court

Central Park | Reeds Crescent | Watford | Hertfordshire | WD24 4QQ | England

Incorporated in England

Company Registration No. 879456 | VAT No. 917 8760 84





Sat Nov. 12: (Dinner)  
Nov. 13: Dinner

Sunday: (Nov 20)  
Breakfast  
Lunch.



Traveler Name:	Mark			
Location:	COP22 Morocco			
Dates of travels:				
Meals and Incidentals:	B	L	D	Inc.
Monday 14		X	X	X
Tuesday 15		X	X	
Wednesday 16		X		
Thursday 17		X		
Friday 18		X	X	X
Saturday 19		X	X	
Sunday 20			X	
Hotel receipt(s)	yes			
Taxi receipts	yes			
Miscellaneous receipts				
Traveler Signature				

Please do not include meals that were provided during this trip

BLUE LINE TAXI  
(610) 230-1111

TERMINAL ID: 24 001 416  
MERCHANT ID: 4252200  
VEHICLE ID: 1261  
DRIVER ID:

TRIP NUMBER: 3502  
PASSENGERS: 1

11-12-2016  
START: 12:29 END: 12:29

TAXI AMOUNT: \$ 20.00

TIP AMOUNT: \$ 5.25

TOTAL: 45.25

VISA SALE:

APPROVAL NUMBER: 079616

\*\*\*PASSENGER CO: Y\*\*\*

CUSTOMER SERVICE 1-800-443-2612  
INDUSTRYTAXI.COM  
TAXI 100



## Out of Pocket Expenses: Details

View Linked Transactions  
Out of Pocket Expenses Copy

Out of Pocket Expense: 13/11/2016

Amount: \$0 00 CAD ( Original Amount 0 00 MAD)

Meals and incidentals: Ontario - Marrakech (12-13)

Expenses Coding Approval Summary

### 2) Allowance: Meals, Incidentals & Private Accommodation

This expense type relates to the cost of meals, incidentals and nights with private accommodation for up to 30 days in a single location. Use this to estimate costs on travel requests, or to record the actual out of pocket expense amount on expense reports. One form covers allowances for up to 10 unique destinations in a single trip. If your trip covers more than 10 unique destinations, add another instance of this expense type after you have saved this entry. Use the 2a) Allowance: Meals, Incidentals & Private Accommodation (Extended) expense type to record costs from the 31st day of travel onwards in a single location.

Enter the date range of travel.

Start Date End Date  
12/11/2016 13/11/2016

Select the meals/incidentals/accommodation allowances you want to claim and click Calculate Allowances.

Date	Country / Location	Breakfast	Lunch	Dinner	Incidentals	Private Accommodation
12/11/2016	Canada - Ontario	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13/11/2016	Morocco - All other locations	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Calculate Allowances

### Summary

Country	Location	Meals	Incidentals	Private Accommodation
Canada	Ontario	45.55	0.00	0.00
Morocco	All other locations	30.44	0.00	0.00

Save

Cancel

## Out of Pocket Expenses: Details

Out of Pocket Expense: 18/11/2016

Amount: \$258.35 CAD (Original Amount 1 914.56 MAD)

Meals and inc.: Marrakech (14-18 Nov)

Expense Report Details

#63079 14/12/2016

To attend COP22 with the Minister in Marrakech - November 2016

Out of Pocket Expenses Copy

Expenses Coding Approval Summary

### 2) Allowance: Meals, Incidentals & Private Accommodation

This expense type relates to the cost of meals, incidentals and nights with private accommodation for up to 30 days in a single location. Use this to estimate costs on travel requests, or to record the actual out of pocket expense amount on expense reports. One form covers allowances for up to 10 unique destinations in a single trip. If your trip covers more than 10 unique destinations, add another instance of this expense type after you have saved this entry. Use the 2a) Allowance: Meals, Incidentals & Private Accommodation (Extended) expense type to record costs from the 31st day of travel onwards in a single location.

Enter the date range of travel.

Start Date

End Date

14/11/2016



18/11/2016



Select the meals/incidentals/accommodation allowances you want to claim and click Calculate Allowances

Date	Country / Location	Breakfast	Lunch	Dinner	Incidentals	Private Accommodati
14/11/2016	Morocco - All other locations 	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
15/11/2016	Morocco - All other locations 	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16/11/2016	Morocco - All other locations 	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17/11/2016	Morocco - All other locations 	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18/11/2016	Morocco - All other locations 	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Calculate Allowances

### Summary

Country	Location	Meals	Incidentals	Private Accommodation
Morocco	All other locations	198.64	43.52	0.00

Delete

Save

Cancel

## Out of Pocket Expenses: Details

View Linked Transactions  
Out of Pocket Expenses Copy

Out of Pocket Expense: 19/11/2016

Amount: \$0.00 CAD ( Original Amount 0.00 MAD)

Meals and inc.: Marrakech - London (19 Nov)

Expenses Coding Approval Summary

### 2) Allowance: Meals, Incidentals & Private Accommodation

This expense type relates to the cost of meals, incidentals and nights with private accommodation for up to 30 days in a single location. Use this to estimate costs on travel requests, or to record the actual out of pocket expense amount on expense reports. One form covers allowances for up to 10 unique destinations in a single trip. If your trip covers more than 10 unique destinations, add another instance of this expense type after you have saved this entry. Use the 2a) Allowance: Meals, Incidentals & Private Accommodation (Extended) expense type to record costs from the 31st day of travel onwards in a single location.

Enter the date range of travel.

Start Date End Date  
19/11/2016 19/11/2016

Select the meals/incidentals/accommodation allowances you want to claim and click Calculate Allowances.

Date	Country / Location	Breakfast	Lunch	Dinner	Incidentals	Private Accommodation
19/11/2016	Morocco - All other locations	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19/11/2016	United Kingdom - London	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Calculate Allowances

### Summary

Country	Location	Meals	Incidentals	Private Accommodation
United Kingdom	London	68.57	0.00	0.00
Morocco	All other locations	21.44	0.00	0.00

Save

Cancel

## Out of Pocket Expenses: Details

Out of Pocket Expense: 20/11/2016

Amount: \$83 71 CAD ( Original Amount £49 95 GBP)

Meals and inc.: London (20 Nov)

Expense Report Details

#63079 14/12/2016

To attend COP22 with the Minister in Marrakech - November 2016

Out of Pocket Expenses: Copy

Expenses

Coding

Approval

Summary

### 2) Allowance: Meals, Incidentals & Private Accommodation

This expense type relates to the cost of meals, incidentals and nights with private accommodation for up to 30 days in a single location. Use this to estimate costs on travel requests, or to record the actual out of pocket expense amount on expense reports. One form covers allowances for up to 10 unique destinations in a single trip. If your trip covers more than 10 unique destinations, add another instance of this expense type after you have saved this entry. Use the 2a) Allowance: Meals, Incidentals & Private Accommodation (Extended) expense type to record costs from the 31st day of travel onwards in a single location.

Enter the date range of travel

Start Date

End Date

20/11/2016



20/11/2016



Select the meals/incidentals/accommodation allowances you want to claim and click Calculate Allowances.

Date	Country / Location	Breakfast	Lunch	Dinner	Incidentals	Private Accommodation
20/11/2016	United Kingdom - London	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Calculate Allowances

### Summary

Country	Location	Meals	Incidentals	Private Accommodation
United Kingdom	London	83.71	0.00	0.00

Delete

Save

Cancel



# 10-Year Currency Converter

**Important Notice: Effective 1 March 2017, Bank of Canada exchange rates are changing**

For more information, see the related **press release** (<http://www.bankofcanada.ca/2016/12/bank-canada-announces-details-forthcoming-changes/>), **calculation methodology** (<http://www.bankofcanada.ca/2016/12/calculation-methodology-foreign-exchange-rates/>) and **background information** (<http://www.bankofcanada.ca/rates/exchange/upcoming-changes-published-bank-canada-foreign-exchange-rates/>).

## Terms and Conditions

All Bank of Canada exchange rates are indicative rates only, obtained from averages of aggregated price quotes from financial institutions. Please read our full **Terms and Conditions** (<http://www.bankofcanada.ca/terms/#fx-rates>) for details.

Conversions are based on Bank of Canada nominal noon exchange rates, which are published each business day at about 12:30 ET.

View or save this data in: SDMX, XML, CSV

## View data for the past:

- 1 week
- 2 weeks
- 1 month
- 3 months
- 6 months
- 1 year

## 1.00 CAD ( Canadian Dollar )

### MAD ( Moroccan dirham )

Low 2016-11-14 7.3584

High 2016-11-21 7.4906

Date	MAD = Moroccan dirham	Exchange rate
2016-11-11	Bank holiday	Bank holiday
2016-11-14	7.36 MAD	7.3584 [0.1359]
2016-11-15	7.42 MAD	7.4184 [0.1348]
2016-11-16	7.46 MAD	7.4627 [0.1340]
2016-11-17	7.47 MAD	7.4738 [0.1338]

$$\begin{array}{l} 13/11: 0.1359 \\ 18/11: 0.1340 \end{array} > 0.2699 \div 2 = \underline{\underline{0.13495}}$$

[http://www.bankofcanada.ca/rates/exchange/10-year-converter/?lookupPage=lookup\\_curr...](http://www.bankofcanada.ca/rates/exchange/10-year-converter/?lookupPage=lookup_curr...) 06/12/2016

Date	MAD = Moroccan dirham	Exchange rate
2016-11-18	7.46 MAD	7.4627 [0.1340]
2016-11-21	7.49 MAD	7.4906 [0.1335]

## See Also

Daily Currency Converter (<http://www.bankofcanada.ca/rates/exchange/daily-converter/>)

## Why is the Currency I'm Looking for Not Listed Here?

The Bank currently collects data for about 55 foreign currencies. This data is intended primarily for people with a research interest in foreign exchange markets, and represents a sampling of currencies from various regions. It is not meant to be an exhaustive listing of all world currencies.

## Are the Exchange Rates Shown Here Accepted by Canada Revenue Agency?

Yes. The Agency accepts Bank of Canada exchange rates as the basis for calculations involving income and expenses that are denominated in foreign currencies.

Mario Reynolds Travel Claim  
Marrakech from November 12 to November 20, 2016

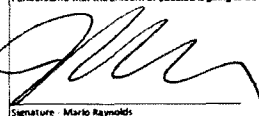
COUNTRY	DATE	DEPARTURE	ARRIVAL	AIRFARE	OTHER TRANSPORTATION	TOTAL	HOTEL	HOTEL PAID CENTRALLY	TOTAL MEALS	BREAKFAST	LUNCH	DINNER	TOTAL MEALS & INCIDENTALS	TOTAL MEALS & INCIDENTALS	OTHERS	TOTAL
Ottawa-Toronto	12/11/2016	2:00 PM	3:07 PM	\$ 4,852.12	\$ 40.25	\$ 4,892.37										\$ 4,892.37
Toronto	12/11/2016	5:05 PM														\$ 45.55
Frankfurt	13/11/2016	6:30 AM	1:25 PM													\$ 302.13
Frankfurt-Marrakech	13/11/2016	10:40 AM														\$ 348.30
Marrakech	14/11/2016															\$ 336.53
Marrakech	15/11/2016															\$ 296.29
Marrakech	16/11/2016															\$ 348.80
Marrakech	17/11/2016															\$ 364.59
Marrakech-London	18/11/2016	2:40 PM	6:15 PM													\$ 83.77
London-Ottawa	20/11/2016	12:00 PM	2:55 PM													\$ -
TOTAL				\$ 4,852.12	\$ 40.25	\$ 4,892.37	\$ 276.54	\$ 1,648.14	\$ 1,524.08	\$ 31.17	\$ 181.96	\$ 235.28	\$ 448.44	\$ 491.99	\$ -	\$ 2,109.04

AVERAGE EXCHANGE RATE USE (FOR MEALS AND INCIDENTALS) (BASED ON BANK OF CANADA RATES)		
Date	Arrival	Departure
12/11/2016	12/11/2016	12/11/2016
Exchange rate	0.1359	0.1350

Comments:  
Hotel paid by International Affairs Branch 6 nights @ \$5214.66  
A credit note related to the travel AMC 89516 will be apply on this travel to COP22 for an amount of \$687.46. Therefore an amount of (\$687.46 - \$687.46) \$111.32 is going to be reimbursed.

Name		Position		Travel Dates		Post reimbursable expenses		Reimbursable expenses		Total Reimbursable		Total Travel Cost	
Name	Position	Travel Dates	Post reimbursable expenses	Name	Position	Travel Dates	Reimbursable expenses	Total Reimbursable	Total Travel Cost	Total Reimbursable	Total Travel Cost	Total Reimbursable	Total Travel Cost
MARIO REYNOLDS	MARC	12/11/2016 - 20/11/2016	\$ 4,852.12 \$ 1,648.14 \$	MARIO REYNOLDS	MARC	12/11/2016 - 20/11/2016	\$ 276.54 \$ 1,524.08 \$	\$ 2,109.04	\$ 2,109.04	\$ 2,109.04	\$ 2,109.04	\$ 2,109.04	\$ 2,109.04

I have reviewed and approved this report.  
I confirm that I stayed at the Savoy Le Grand Hotel for 6 nights in Marrakech.  
I understand that the amount of \$111.32 is going to be deposited into my bank account as a reimbursement for travel to COP 22. All small amount differences may be attributed to the rounding of exchange rates.



Signature: Mario Reynolds



## Relevé - Rapport sur les dépenses

Nom du rapport de dépenses: To attend COP22 with the Minister in Marrakech - November 2016

Nom du voyageur: *Marlo Raynolds*

NIV:

Préparé par: *Amanda Herault*

Module Politique: *M4 : International - avec nuitée*

Motif du voyage: *Engagement principal des parties -  
Réunions*

Autre objet du voyage:

Nom de la demande de voyage: *Marrakech - November 2016*

Date de début du déplacement: *12/11/2016*

Date de fin du déplacement: *20/11/2016*

État d'autorisation du rapport de dépenses: *Autorisation requise*

Emplacement principal:

Emplacement  
secondaire:

NAV en ligne: *AMC425253*

Fiscal Year: *2016-2017*

Travel Outside Default *N*  
Division:

Code fournisseur:

Événement:

Commentaires:

### Rapport récapitulatif des dépenses

#### Résumé du rapport de dépenses

Total des dépenses attribuées :	7,108.92
(Moins) Total des dépenses non remboursables :	6,300.26
Total des dépenses remboursables :	808.66
Montant total dû voyageur :	808.66

#### Dépenses non remboursables

Type de dépenses	Date	Montant en devise étrangère	Montant de la taxe	Montant
16) Hébergement commercial	18/11/2016	51495 - 285100 - 0070 - PBJ2 - 2001 - 471063 - A-000941.001		1,648.14
Manual Prepaid				<u>1,648.14</u>
Other				
5) Avion commercial	29/10/2016	51495 - 285100 - 0070 - PBJ2 - 2001 - 471063 - A-000941.001		4,652.12
Manual Prepaid				<u>4,652.12</u>
Air Canada				
Air Canada / Lufthansa / Royal Air Maroc				
Total des dépenses non remboursables (CAD)				6,300.26

## Dépenses remboursables

Type de dépenses	Date	Montant en devise étrangère	Montant de la taxe	Montant
11) Taxi	12/11/2016	51495 - 285100 - 0070 - PBJ2 - 2001 - 471063 - A-000941.001	ON*TVH 4.31	35.94
		10600 - 0070 - 0000 - - 8050 - -		<u>40.25</u>
From home to airport				
16) Hébergement commercial	20/11/2016	51495 - 285100 - 0070 - PBJ2 - 2001 - 471063 - A-000941.001		276.54
Hilton International		165.00 (GBP)		<u>276.54</u>
2) Indemnités pour hébergement, repas et frais accessoires	19/11/2016	51495 - 285100 - 0070 - PBJ2 - 2001 - 471063 - A-000941.001		68.57
		511.72 (MAD)		<u>68.57</u>
	19/11/2016	51495 - 285100 - 0070 - PBJ2 - 2001 - 471063 - A-000941.001		21.44
		160.00 (MAD)		<u>21.44</u>

Type de dépenses	Date	Montant en devise étrangère	Montant de la taxe	Montant
2) Indemnités pour hébergement, repas et frais accessoires	18/11/2016	51495 - 285100 - 0070 - PBJ2 - 2001 - 471063 - A-000941.001		198.64
		1,471.95 (MAD)		<u>198.64</u>
	18/11/2016	51495 - 285100 - 0070 - PBJ2 - 2001 - 471063 - A-000941.001		43.52
		322.49 (MAD)		<u>43.52</u>
2) Indemnités pour hébergement, repas et frais accessoires	20/11/2016	51495 - 285100 - 0070 - PBJ2 - 2001 - 471063 - A-000941.001		83.71
		49.95 (GBP)		<u>83.71</u>
2) Indemnités pour hébergement, repas et frais accessoires	13/11/2016	51495 - 285100 - 0070 - PBJ2 - 2001 - 471063 - A-000941.001		45.55
		335.17 (MAD)		<u>45.55</u>
	13/11/2016	51495 - 285100 - 0070 - PBJ2 - 2001 - 471063 - A-000941.001		30.44
		223.99 (MAD)		<u>30.44</u>
Total des dépenses remboursables (CAD)				808.66

## Récapitulatif codes de taxes

TVH	Montant total
10600 - 0070 - 0000 - - 8050 - -	4.31

## Résumé des codes financiers

Codes financiers	Total HT Taxe	Total TTC Taxe
51495 - 285100 - 0070 - PBJ2 - 2001 - 471063 - A-000941.001	7,104.61	7,108.92

## Historique d'autorisation

Date et heure	Approbateur	État d'autorisation	Commentaire
---------------	-------------	---------------------	-------------

## Signatures

Je certifie que les montants faisant l'objet de cette réclamation constituent des dépenses entraînées par des voyages pour affaires officielles.

**Nom du voyageur** *Marlo Reynolds*

**Date de soumission** \_\_\_\_\_

Signature

**Nom de l'émetteur de la recommandation** *Myriam Montreuil*

**Date recommandée** \_\_\_\_\_

Signature

Certifié conforme à l'article 34 de la Loi sur la gestion des finances publiques.

**Nom de l'approbateur** *Catherine McKenna*

**Date d'autorisation** \_\_\_\_\_

Signature

**Nom de la personne responsable du traitement** \_\_\_\_\_

**Date de traitement** \_\_\_\_\_

Signature

## Expense Report Statement

**Expense Report Name:** To accompany the Minister at COP22 - Marrakech - November 2016

**Traveller Name:** Caitlin Workman

**TIN:**

**Prepared By:** Amanda Herault

**Policy Module:** M4 - International - Overnight Stay

**Trip Purpose:** Key Stakeholder Engagement - Meetings

**Other Trip Purpose:**

**Travel Request Name:** Marrakech - November 2016

**Travel Start Date:** 11/11/2016

**Travel End Date:** 21/11/2016

**ER Approval Status:** Approval Required

**Primary Location:**

**Secondary Location:**

**Online TAN:** AMC415838

**Fiscal Year:** 2016-2017

**Travel Outside Default** N

**Division:**

**Vendor Code:**

**Event:**

**Comments:**

### Expense Report Summary

#### Expense Summary

<b>Total allocated expenses :</b>	<b>3,753.20</b>
<b>(Minus) Total non-reimbursable expenses :</b>	<b>3,237.20</b>
<b>Total reimbursable expenses :</b>	<b>516.00</b>
<b>Total due traveller :</b>	<b>516.00</b>

#### Non-Reimbursable Expenses

Expense Type	Date	Foreign Amount	Tax Amount	Amount
--------------	------	----------------	------------	--------

Expense Type	Date		Foreign Amount	Tax Amount	Amount
16) Commercial Accommodation	18/11/2016	51495 - 285100 - 0070 - PBJ2 - 2001 - 471063 - A-000941.001			1,648.14
Manual Prepaid					<u>1,648.14</u>
Other					
5) Commercial Air	02/11/2016	51495 - 285100 - 0070 - PBJ2 - 2001 - 471063 - A-000941.001			1,589.06
Manual Prepaid					<u>1,589.06</u>
Air Canada					
Total non-reimbursable expenses (CAD)					3,237.20

### Reimbursable Expenses

Expense Type	Date		Foreign Amount	Tax Amount	Amount
11) Taxi	21/11/2016	51495 - 285100 - 0070 - PBJ2 - 2001 - 471063 - A-000941.001		ON*HST 3.26	27.20
		10600 - 0070 - 0000 - - 8050 - -			<u>30.46</u>
From airport to home					
13) Other modes of transportation	14/11/2016	51495 - 285100 - 0070 - PBJ2 - 2001 - 471063 - A-000941.001			33.70
			19.90 (GBP)		<u>33.70</u>
13) Other modes of transportation	12/11/2016	51495 - 285100 - 0070 - PBJ2 - 2001 - 471063 - A-000941.001			60.74
			36.00 (GBP)		<u>60.74</u>
13) Other modes of transportation	19/11/2016	51495 - 285100 - 0070 - PBJ2 - 2001 - 471063 - A-000941.001			36.66
			22.00 (GBP)		<u>36.66</u>
2) Allowance: Meals, Incidentals & Private Accommodation	19/11/2016	51495 - 285100 - 0070 - PBJ2 - 2001 - 471063 - A-000941.001			310.92
			2,303.96 (MAD)		<u>310.92</u>

Expense Type	Date	Foreign Amount	Tax Amount	Amount
	19/11/2016	51495 - 285100 - 0070 - PBJ2 - 2001 - 471063 - A-000941.001		43.52
		322.49 (MAD)		<u>43.52</u>
Total reimbursable expenses (CAD)				516.00

### Tax Coding Summary

HST	Total Amount
10600 - 0070 - 0000 -- 8050 --	3.26

### Financial Coding Summary

Financial Coding	Total Excl. Tax	Total Incl. Tax
51495 - 285100 - 0070 - PBJ2 - 2001 - 471063 - A-000941.001	3,749.94	3,753.20

### Approval History

Date And Time	Approver	Approval Status	Comment
---------------	----------	-----------------	---------

### Signatures

I certify that the amounts included in this Expense Report were incurred on authorized government business travel.

Traveller Name *Caitlin Workman*

Submit Date JAN 12 2017

Signature



**Recommender Name** *Myriam Montreuil*

**Recommended Date** \_\_\_\_\_

Signature

Certified pursuant to section 34 of the Financial Administration Act.

**Approver Name** *Marlo Raynolds*

**Approval Date** *JAN 12 2017*  
\_\_\_\_\_

Signature



**Processor Name** \_\_\_\_\_

**Processed Date** \_\_\_\_\_

Signature



## Travel Request

Travel Request Name: Marrakech - November 2016

**Traveller Name:** *Caitlin Workman*

**TIN:**

**Prepared By:** *Amanda Herault*

**Policy Module:** *M4 - International - Overnight Stay*

**Trip Purpose:** *Key Stakeholder Engagement -  
Meetings*

**Other Trip Purpose:**

**Alternative To Travel:** *Personal attendance required*

**Travel Start Date:** *11/11/2016*

**Travel End Date:** *21/11/2016*

**Approval Status:** *Approved*

**Primary Location:**

**Secondary Location:**

**Online TAN:** *AMC415838*

**Fiscal Year:** *2016-2017*

**Travel Outside Default** *N*

**Division:**

**Blanket Travel Authority** *No*

**Applied:**

**Vendor Code:**

**Custom Field 1:**

**Custom Field 2:**

**Custom Field 3:**

**Custom Field 4:**

**Custom Field 5:**

**Event:**

**Comments:**

*Marrakech - November 2016*

### Travel Request Summary

### Expense Summary

<b>Total non-reimbursable expenses:</b>	0.00
<b>Total reimbursable expenses:</b>	1,099.15
	<b>1,099.15</b>

### Advance Summary

<b>Travel advance:</b>	0.00
------------------------	------

### Reimbursable Expenses

<b>Expense Type</b>		<b>Amount</b>
11) Taxi	51495 - 285100 - 0070 - PBJ2 - 2001 - -	40.00
13) Other modes of transportation	51495 - 285100 - 0070 - PBJ2 - 2001 - -	175.00
2) Allowance: Meals, Incidentals & Private Accommodation	51495 - 285100 - 0070 - PBJ2 - 2001 - -	884.15
<b>Total reimbursable expenses</b>		<b>1,099.15</b>

### Financial Coding Summary

<b>Financial Coding</b>	<b>Total Excl. Tax</b>	<b>Total Incl. Tax</b>
51495 - 285100 - 0070 - PBJ2 - 2001 - -	1,099.15	1,099.15

### Approval History

<b>Date And Time</b>	<b>Approver</b>	<b>Approval Status</b>	<b>Comment</b>
07/12/2016 15:04:32	Marlo Raynolds	Approved	

### Itinerary Details

**PNR:**

**Trip Status:** *Quoted*

**Traveller Type:** *Minister's Exempt Staff*  
**Primary Trip Purpose:** *Key Stakeholder Engagement -  
Meetings*

**Total Itinerary Cost (CAD) 0.00**

## Signatures

I have access to the Treasury Board Travel Policy (Internal policy for separate employers) and accept the terms and conditions of travel that are in accordance with current policy.

**Traveller Name** *Caitlin Workman*

**Submit Date** *07/12/2016*

**Signature**



Submitted on behalf of the Traveller.

**Delegate Name** *Amanda Herault*

**Submit Date** *07/12/2016*

**Signature**



Certified pursuant to section 32 of the Financial Administration Act.

**Approver Name** *Marlo Reynolds*

**Approval Date** *07/12/2016*

**Signature**



# McCORD TRAVEL MANAGEMENT

## Invoice

HON. CATHERINE MCKENNA  
MIN. OF ENVIRONMENT & CLIMATE CHANGE  
200 SACR-COEUR 21ME ETAGE MINISTER  
SUITE  
GATINEAU, QC K1A 0H3  
CANADA

Invoice No: 482642  
Invoice Date: 2 Nov 2016  
Client No:  
Agent:  
PNR:

Passenger(s) WORKMAN/CAITLIN M

### FLIGHT INFORMATION

A/L	FLIGHT	DEPART DATE/TIME	ARRIVAL DATE/TIME	ITINERARY
U2	08895	13Nov16 03:40 pm	13Nov16 07:20 pm	LONDON GATWICK - MARRAKECH MENARA

REFERENCE / SALE DESCRIPTION	BASE FARE	GST/ HST	OTHER TAXES	TOTAL
BAGGAGE FEE	60.00	0.00	0.00	60.00
EASYJET	58.08	0.00	49.00	107.08
SEAT SELECTION FEE	7.00	0.00	0.00	7.00
BSP CANADA, IATA 0065775326	39.50	1.98	0.00	41.48
Total Fares:				164.58
Total Taxes:				49.00
Total GST/HST:				1.98
<b>Invoice Total:</b>				<b>215.56</b>
<b>Payment(s):</b>				
02 Nov 16 Credit Card				41.48
06 Dec 16 CC Merchant				60.00
06 Dec 16 CC Merchant				7.00
06 Dec 16 CC Merchant				107.08
<b>Total Payments:</b>				<b>215.56</b>
<b>Balance Due (CAD):</b>				<b>0.00</b>

+++ AIR TICKET,BAGGAGE ,SEAT SELECTION AND SERVICE FEE ( ECONOMY CLASS FARE) +++

PENDING PAYMENT NOW CHARGED TO YOUR CREDIT CARD

### TERMS AND CONDITIONS

Out of province medical insurance as well as trip cancellation insurance has been offered to the passengers and declined unless otherwise stated above. The contract permits price increases. No price increases are permitted after the customer has paid in full. If the price increase is more than 7%, except increases resulting from an increase in retail sales tax or GST cumulative increase, the customer has the right to cancel the contract and obtain a full refund.

Passengers are responsible to obtain the necessary documentation(s) such as: (i) Valid passport, (ii) required entry visa, and (iii) medical immunization, vaccination, etc. Please note that entry to another country may be refused even if the required information and travel documents are complete.

Living standards and practices at the destination and standards and conditions there with respect to the provision of utilities, services and accommodation may differ from those found in Canada

If your travel agent booked via a tour operator, further terms and conditions may be found in the tour operator's brochure.



130 ALBERT ST SUITE 2000, OTTAWA, ON K1P 5G4  
P: 613-755-8000 F: 613-755-8006  
HST no. R897192522 TICO no. 4800003



Page 1 of 1

# McCORD TRAVEL MANAGEMENT

## Invoice

HON. CATHERINE MCKENNA  
MIN. OF ENVIRONMENT & CLIMATE CHANGE  
200 SACR-COEUR 21ME ETAGE MINISTER  
SUITE  
GATINEAU, QC K1A 0H3  
CANADA

Invoice No: 482574  
Invoice Date: 2 Nov 2016  
Client No:  
Agent:  
PNR:

Passenger(s) WORKMAN/CAITLIN. M

### FLIGHT INFORMATION

A/L	FLIGHT	DEPART DATE/TIME	ARRIVAL DATE/TIME	ITINERARY
AC	00888	11Nov16 09:50 pm	12Nov16 09:35 am	OTTAWA INTL - LONDON HEATHROW
AC	00889	21Nov16 12:05 pm	21Nov16 02:55 pm	LONDON HEATHROW - OTTAWA INTL

REFERENCE / SALE DESCRIPTION	BASE FARE	GST/ HST	OTHER TAXES	TOTAL
Ticket # 9566213482 for WORKMAN/CAITLIN. M	275.00	2.99	586.31	864.30
BSP CANADA, IATA 0065775299	79.90	4.00	0.00	83.90
Total Fares:				354.90
Total Taxes:				586.31
Total GST/HST:				6.99
Invoice Total:				948.20
Payment(s):				
02 Nov 16 Credit Card				864.30
02 Nov 16 Credit Card				83.90
Total Payments:				948.20
Balance Due (CAD):				0.00

+++ AIR TICKET PLUS SERVICE FEE ( TANGO ECONOMY CLASS FARE) +++

TKT: 014 9566 213482 NAME: WORKMAN/CAITLIN. MS  
CC: ( FF  
ISSUED: 02NOV16 FOP:( -001131  
PSEUDO: 2GU4 PLATING CARRIER: AC ISO: CA IATA: 67502982  
USE CR FLT CLS DATE BRDOFF TIME ST F/B FARE CPN  
USED AC 888 K 11NOV YOWLHR 0950P OK KLWRCT15 1  
NVB11NOV NVA11NOV  
USED AC 889 K 21NOV LHR YOW 1205P OK KLXRCT15 2  
NVB21NOV NVA21NOV

FARE: CAD 275.00 TAX: 25.91 CA TAX: 2.99 RC  
TAX: 560.40 XT TOTAL: CAD 864.30  
VLD AC TRANSATLANTIC ONLY -RE  
> FUNDABLE-CXL FEE-CHG FEE

11NOV YOW AC LON 123.95AC YOW 89.09NUC213.04END ROE  
1.29081 XT 350.00YQ 119.30GB 68.10UB 23.00SQ  
TOUR CODE: ATL1  
RLOC 1V

>



130 ALBERT ST SUITE 2000, OTTAWA, ON K1P 5G4  
P: 613-755-8000 F: 613-755-6006  
HST no. R897192522 TICO no. 4800003



Page 1 of 2

**McCORD TRAVEL MANAGEMENT****Invoice**

HON. CATHERINE MCKENNA  
MIN. OF ENVIRONMENT & CLIMATE CHANGE  
200 SACR-COEUR 21ME ETAGE MINISTER  
SUITE  
GATINEAU, QC K1A 0H3  
CANADA

Invoice No: 482574  
Invoice Date: 2 Nov 2016  
Client No:  
Agent:  
PNR:

**Passenger(s)** WORKMAN/CAITLIN M

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**TERMS AND CONDITIONS**

Out of province medical insurance as well as trip cancellation insurance has been offered to the passengers and declined unless otherwise stated above. The contract permits price increases. No price increases are permitted after the customer has paid in full. If the price increase is more than 7%, except increases resulting from an increase in retail sales tax or GST cumulative increase, the customer has the right to cancel the contract and obtain a full refund.

Passengers are responsible to obtain the necessary documentation(s) such as: (i) Valid passport, (ii) required entry visa, and (iii) medical immunization, vaccination, etc. Please note that entry to another country may be refused even if the required information and travel documents are complete.

Living standards and practices at the destination and standards and conditions there with respect to the provision of utilities, services and accommodation may differ from those found in Canada.

If your travel agent booked via a tour operator, further terms and conditions may be found in the tour operator's brochure.



130 ALBERT ST SUITE 2000, OTTAWA, ON K1P 5G4  
P: 613-755-6000 F: 613-755-6006  
HST no. R897192522 TICO no. 4800003



Page 2 of 2

# McCORD TRAVEL MANAGEMENT

## Invoice

HON. CATHERINE MCKENNA  
MIN. OF ENVIRONMENT & CLIMATE CHANGE  
200 SACR-COEUR 21ME ETAGE MINISTER  
SUITE  
GATINEAU, QC K1A 0H3  
CANADA

Invoice No: 482575  
Invoice Date: 2 Nov 2016  
Client No:  
Agent:  
PNR:

Passenger(s) WORKMAN/CAITLIN M

### FLIGHT INFORMATION

A/L	FLIGHT	DEPART DATE/TIME	ARRIVAL DATE/TIME	ITINERARY
AT	00804	19Nov16 02:40 pm	19Nov16 06:15 pm	MARRAKECH MENARA - LONDON HEATHROW

REFERENCE / SALE DESCRIPTION	BASE FARE	GST/ HST	OTHER TAXES	TOTAL
Ticket # 9566213483 for WORKMAN/CAITLIN M	352.00	0.00	73.30	425.30
Total Fares:				352.00
Total Taxes:				73.30
<b>Invoice Total:</b>				<b>425.30</b>
<b>Payment(s):</b>				
02 Nov 16 Credit Card				425.30
<b>Total Payments:</b>				<b>425.30</b>
<b>Balance Due (CAD):</b>				<b>0.00</b>

+++ AIR TICKET ( TANGO ECONOMY CLASS FARE) +++  
+++ SERVICE FEE ON INVOICE 482574 +++

TKT: 147 9566 213483 NAME: WORKMAN/CAITLIN MS  
CC:

ISSUED: 02NOV16 FOP: 001132  
PSEUDO: 2GU4 PLATING CARRIER: AT ISO: CA IATA: 67502982  
USE CR FLT CLS DATE BRDOFF TIME ST F/B FARE CPN  
USED AT 804 K 19NOV RAKLHR 0240P OK KA0W0U1A 1

FARE: MAD 2590 TAX: 47.00 YQ TAX: 13.60 A9  
TAX: 12.70 MA TOTAL: CAD 425.30  
AT ONLY/SUBJECT TO SPL CONDITIONS

19NOV RAK AT LON 266.32NUC266.32END ROE9.72129  
RLOC 1V 1A 6YYQXL  
>



130 ALBERT ST SUITE 2000, OTTAWA, ON K1P 5G4  
P: 613-755-6000 F: 613-755-6006  
HST no. R897192522 TICO no. 4800003



Page 1 of 2

**McCORD TRAVEL MANAGEMENT****Invoice**

HON. CATHERINE MCKENNA  
MIN. OF ENVIRONMENT & CLIMATE CHANGE  
200 SACR-COEUR 21ME ETAGE MINISTER  
SUITE  
GATINEAU, QC K1A 0H3  
CANADA

Invoice No: 482575  
Invoice Date: 2 Nov 2016  
Client No:  
Agent:  
PNR:

**Passenger(s)** WORKMAN/CAITLIN VI

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**TERMS AND CONDITIONS**

Out of province medical insurance as well as trip cancellation insurance has been offered to the passengers and declined unless otherwise stated above. The contract permits price increases. No price increases are permitted after the customer has paid in full. If the price increase is more than 7%, except increases resulting from an increase in retail sales tax or GST cumulative increase, the customer has the right to cancel the contract and obtain a full refund

Passengers are responsible to obtain the necessary documentation(s) such as: (i) Valid passport, (ii) required entry visa, and (iii) medical immunization, vaccination, etc. Please note that entry to another country may be refused even if the required information and travel documents are complete.

Living standards and practices at the destination and standards and conditions there with respect to the provision of utilities, services and accommodation may differ from those found in Canada.

If your travel agent booked via a tour operator, further terms and conditions may be found in the tour operator's brochure.



130 ALBERT ST SUITE 2000, OTTAWA, ON K1P 5G4  
P: 613-755-6000 F: 613-755-6006  
HST no. R897192522 TICO no. 4800003





NOTE =  
Heathrow Express  
(purple ticket): one  
is a RETURN, so there  
are 2 tickets, but  
the 36 £ expense  
should only be entered  
once.

Environment  
Canada  
Environment  
Canada

Traveler Name:	WORKMAN			
Location:	Morocco			
Dates of travels:	11/11 - 21/11			
Meals and Incidentals:	B	L	D	Inc.
Monday 14		✓	✓	✓
Tuesday 15		✓	✓	
Wednesday 16		✓	✓	
Thursday 17		✓	✓	✓
Friday 18		✓	✓	
Saturday 19		✓		
Sunday 20			✓	
Hotel receipt(s)	N/A			
Taxi receipts	1			
Miscellaneous receipts	4			
Traveler Signature				

Please do not include meals that were provided during this trip

ISSUED AS  
2 COUPONS

Ticket Type	EXP SVR R	Adult	*1*	Child	NIL	Class	STD	RTN
Start Date	12-NOV-16	Disc	00%	Number	54344		4007	7090
From	LONDON PADDINGTON	Valid Until	11-DMR-16	Status		Price	£36.00 X	
To	HEATHROW TERM123	Route	ANY PERMITTED	Validity	ONE MONTH			

**2-PART RETURN**  
Issued subject to conditions-see over

ISSUED AS  
2 COUPONS

Ticket Type	EXP SVR R	Adult	*1*	Child	NIL	Class	STD	OUT
Start Date	12-NOV-16	Disc	00%	Number	54344		4007	7090
From	HEATHROW TERM123	Valid Until	11-DMR-16	Status		Price	£36.00 X	
To	LONDON PADDINGTON	Route	ANY PERMITTED	Validity	ONE MONTH			

**2-PART RETURN**  
Issued subject to conditions-see over

ISSUED AS  
1 COUPON

Ticket Type	EXP SVR S	Adult	*1*	Child	NIL	Class	STD	SGL
Start Date	19-NOV-16	Disc	00%	Number	35762		4052	7091
From	HEATHROW TERM 4	Valid Until	19-NOV-16	Status		Price	£22.00 X	
To	LONDON PADDINGTON	Route	ANY PERMITTED	Validity	ONE DAY			

**SINGLE**  
Issued subject to conditions-see over

Class	STD	Ticket type	ANYTIME S	Adult	ONE	Child	NIL	SGL
Start Date	13-NOV-16	Number	25915	5162542696				
From	LONDON VICTORIA	Valid until	14-NOV-16	Price	£19.90M			
To	GATHWICK AIRPORT	Route	ANY PERMITTED	Validity	TWO DAYS			

s.16(2)  
s.19(1)

CAPITAL TAXI  
0610 641 3333

TERMINAL ID: 329-301 125  
MERCHANT ID: 43212690  
VEHICLE ID: 8008  
DRIVER ID:

TRIP NUMBER: 1524  
PASSENGERS: 1

11/21/2016  
START: 15:29 END: 15:30

FARE AMOUNT \$ 26.45

TIP AMOUNT: \$ 3.97

TOTAL : \$ 30.46

INTERAC .

APPROVAL NUMBER: 558018

\*\*\*PASSENGER COPY\*\*\*

CUSTOMER SERVICE 1-800-443-2632  
INQUIRY@TAXITAB.COM  
TAXITAB



## Transaction

Page 1 of 1

### Out of Pocket Expenses: Details

View Linked Transactions  
Out of Pocket Expenses: Copy

Out of Pocket Expense: 19/11/2016  
Amount: \$0.00 CAD (Original Amount 0.00 MAD)  
Meals and Incidentals: *Marakech*

Expenses Coding Approval Summary

#### 2) Allowance: Meals, Incidentals & Private Accommodation

This expense type relates to the cost of meals, incidentals and nights with private accommodation for up to 30 days in a single location. Use this to estimate costs on travel requests, or to record the actual out of pocket expense amount on expense reports. One form covers allowances for up to 10 unique destinations in a single trip. If your trip covers more than 10 unique destinations, add another instance of this expense type after you have saved this entry. Use the 2a) Allowance: Meals, Incidentals & Private Accommodation (Extended) expense type to record costs from the 31st day of travel onwards in a single location.

Enter the date range of travel.

Start Date End Date  
11/11/2016 21/11/2016

Select the meals/incidentals/accommodation allowances you want to claim and click Calculate Allowances

Date	Country / Location	Breakfast	Lunch	Dinner	Incidentals	Private Accommodation	
11/11/2016	Canada - Ontario	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	+
12/11/2016	United Kingdom - London	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	+
13/11/2016	Morocco - All other locations	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	+
14/11/2016	Morocco - All other locations	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	+
15/11/2016	Morocco - All other locations	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	+
16/11/2016	Morocco - All other locations	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	+
17/11/2016	Morocco - All other locations	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	+
18/11/2016	Morocco - All other locations	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	+
19/11/2016	Morocco - All other locations	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	+
20/11/2016	United Kingdom - London	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	+
21/11/2016	United Kingdom - London	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	+

Calculate Allowances

#### Summary

Country	Location	Meals	Incidentals	Private Accommodation
Canada	Ontario	0.00	0.00	0.00
United Kingdom	London	0.00	0.00	0.00
Morocco	All other locations	310.92	43.52	0.00

BANK OF CANADA  
BANQUE DU CANADA

## 10-Year Currency Converter

**Important Notice: Effective 1 March 2017, Bank of Canada exchange rates are changing**

For more information, see the related **press release** (<http://www.bankofcanada.ca/2016/12/bank-canada-announces-details-forthcoming-changes/>), **calculation methodology** (<http://www.bankofcanada.ca/2016/12/calculation-methodology-foreign-exchange-rates/>) and **background information** (<http://www.bankofcanada.ca/rates/exchange/upcoming-changes-published-bank-canada-foreign-exchange-rates/>).

### Terms and Conditions

All Bank of Canada exchange rates are indicative rates only, obtained from averages of aggregated price quotes from financial institutions. Please read our full **Terms and Conditions** (<http://www.bankofcanada.ca/terms/#fx-rates>) for details.

Conversions are based on Bank of Canada nominal noon exchange rates, which are published each business day at about 12:30 ET.

View or save this data in: SDMX, XML, CSV

### View data for the past:

- 1 week
- 2 weeks
- 1 month
- 3 months
- 6 months
- 1 year

### 1.00 CAD ( Canadian Dollar )

#### MAD ( Moroccan dirham )

Low 2016-11-14 7.3584

High 2016-11-21 7.4906

Date	MAD = Moroccan dirham	Exchange rate
2016-11-11	Bank holiday	Bank holiday
2016-11-14	7.36 MAD	7.3584 [0.1359]
2016-11-15	7.42 MAD	7.4184 [0.1348]
2016-11-16	7.46 MAD	7.4627 [0.1340]
2016-11-17	7.47 MAD	7.4738 [0.1338]

$$\begin{array}{l}
 13/11: 0.1359 \\
 19/11: 0.1340
 \end{array}
 >
 \begin{array}{l}
 0.2699 \div 2 = \\
 \underline{\underline{0.13495}}
 \end{array}$$

## 10-Year Currency Converter - Bank of Canada

Date	MAD = Moroccan dirham	Exchange rate
2016-11-18	7.46 MAD	7.4627 [0.1340]
2016-11-21	7.49 MAD	7.4906 [0.1335]

### See Also

Daily Currency Converter (<http://www.bankofcanada.ca/rates/exchange/daily-converter/>)

### Why is the Currency I'm Looking for Not Listed Here?

The Bank currently collects data for about 55 foreign currencies. This data is intended primarily for people with a research interest in foreign exchange markets, and represents a sampling of currencies from various regions. It is not meant to be an exhaustive listing of all world currencies.

### Are the Exchange Rates Shown Here Accepted by Canada Revenue Agency?

Yes. The Agency accepts Bank of Canada exchange rates as the basis for calculations involving income and expenses that are denominated in foreign currencies.

**Caitlin Workman Travel Claim**  
Marrakech from November 11 to November 21, 2016

[illegible]

AVERAGE EXCHANGE RATE USED FOR MEALS AND INCIDENTALS (BASED ON BANK OF CANADA RATES)			
	Arrival	Departure	Average exchange rate used
Date	13/11/2016	19/11/2016	
Exchange rate	0.1350	0.1360	0.1350

Comments:  
Hotel paid by International Affairs Branch 6 nights @ \$274.69

Name	Position	TDN	Departure	Arrived	Non reimbursable expenses			Reimbursable expenses				Total reimbursable	Total Travel Costs
					Plane	Hotel	Per diem	Transportation	Meals	Lodging	Other		
WATKINSMAN, Carla	MMO	AA64415N36	11/11/2016	7/17/2016	\$ 1,589.06	\$ 1,648.34			\$ 161.56	\$	\$ 43.55	\$ 1,793.60	\$ 1,793.61

I have reviewed and approved this report  
I confirm that I stayed at the Savoy Le Grand Hotel for 6 nights in Marrakech.  
I understand that the amount of \$516.15 is going to be deposited into my bank account as a reimbursement for travel to COP 22. All small amount differences may be attributed to the rounding of exchange rates

*Monstrum - Carlin Workman*

## Relevé - Rapport sur les dépenses

Nom du rapport de dépenses: To accompany the Minister at COP22 - Marrakech - November 2016

Nom du voyageur: Caitlin Workman

NIV:

Préparé par: Amanda Herault

Module Politique: M4 : International - avec nuitée

Motif du voyage: Engagement principal des parties -  
Réunions

Autre objet du voyage:

Nom de la demande de voyage: Marrakech - November 2016

Date de début du déplacement: 11/11/2016

Date de fin du déplacement: 21/11/2016

État d'autorisation du rapport de dépenses: Autorisation requise

Emplacement principal:

Emplacement  
secondaire:

NAV en ligne: AMC415838

Fiscal Year: 2016-2017

Travel Outside Default Division: N

Code fournisseur:

Événement:

Commentaires:

### Rapport récapitulatif des dépenses

#### Résumé du rapport de dépenses

Total des dépenses attribuées :	3,753.20
(Moins) Total des dépenses non remboursables :	3,237.20
Total des dépenses remboursables :	516.00
Montant total dû voyageur :	516.00
Dépenses non remboursables	

Type de dépenses	Date	Montant en devise étrangère	Montant de la taxe	Montant
16) Hébergement commercial	18/11/2016	51495 - 285100 - 0070 - PBJ2 - 2001 - 471063 - A-000941.001		1,648.14
Manual Prepaid				<u>1,648.14</u>
Other				
5) Avion commercial	02/11/2016	51495 - 285100 - 0070 - PBJ2 - 2001 - 471063 - A-000941.001		1,589.06
Manual Prepaid				<u>1,589.06</u>
Air Canada				
Total des dépenses non remboursables (CAD)				3,237.20

## Dépenses remboursables

Type de dépenses	Date	Montant en devise étrangère	Montant de la taxe	Montant
11) Taxi	21/11/2016	51495 - 285100 - 0070 - PBJ2 - 2001 - 471063 - A-000941.001	ON*TVH 3.26	27.20
		10600 - 0070 - 0000 - - 8050 - -		<u>30.46</u>
From airport to home				
13) Autre modes de transport	14/11/2016	51495 - 285100 - 0070 - PBJ2 - 2001 - 471063 - A-000941.001		33.70
		19.90 (GBP)		<u>33.70</u>
13) Autre modes de transport	12/11/2016	51495 - 285100 - 0070 - PBJ2 - 2001 - 471063 - A-000941.001		60.74
		36.00 (GBP)		<u>60.74</u>
13) Autre modes de transport	19/11/2016	51495 - 285100 - 0070 - PBJ2 - 2001 - 471063 - A-000941.001		36.66
		22.00 (GBP)		<u>36.66</u>



Type de dépenses	Date	Montant en devise étrangère	Montant de la taxe	Montant
2) Indemnités pour hébergement, repas et frais accessoires	19/11/2016	51495 - 285100 - 0070 - PBJ2 - 2001 - 471063 - A-000941.001		310.92
		2,303.96 (MAD)		<u>310.92</u>
	19/11/2016	51495 - 285100 - 0070 - PBJ2 - 2001 - 471063 - A-000941.001		43.52
		322.49 (MAD)		<u>43.52</u>
Total des dépenses remboursables (CAD)				516.00

### Récapitulatif codes de taxes

TVH	Montant total
10600 - 0070 - 0000 - - 8050 - -	3.26

### Résumé des codes financiers

Codes financiers	Total HT Taxe	Total TTC Taxe
51495 - 285100 - 0070 - PBJ2 - 2001 - 471063 - A-000941.001	3,749.94	3,753.20

### Historique d'autorisation

Date et heure	Approbateur	État d'autorisation	Commentaire
---------------	-------------	---------------------	-------------

### Signatures

Je certifie que les montants faisant l'objet de cette réclamation constituent des dépenses entraînées par des voyages pour affaires officielles.

Nom du voyageur *Caitlin Workman*

Date de soumission \_\_\_\_\_

Signature

**Nom de l'émetteur de la  
recommandation** *Myriam Montreuil*

**Date recommandée** \_\_\_\_\_

Signature

Certifié conforme à l'article 34 de la Loi sur la gestion des finances publiques.

**Nom de l'approbateur** *Marlo Reynolds*

**Date d'autorisation** \_\_\_\_\_

Signature

**Nom de la personne  
responsable du  
traitement** \_\_\_\_\_

**Date de traitement** \_\_\_\_\_

Signature